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ABSTRACT

This report focuses on the institutional goals of Pueblo Community College (PCC), including completed, planned, and projected objectives classified by administrative division. First, goals for the President's Office are presented, covering affirmative action and activities of the Business and Industry Services Division (i.e., customized training, environmental training, research and development, and the Small Business Development Center). Under the Vice President of Administrative Services are accounting, the bookstore, computer services, personnel, the physical plant/planning, the printshop, and purchasing. Objectives for individual college programs are listed under the Vice President for Instruction, including programs within the Arts, Business, and Communications Division; Health Professions, Mathematics, and Sciences Division; the Learning Center; Technology and Trade Division; the Area Vocational Center; Evening College; the Learning Resources Center; Outreach Studies; and External Programs. Finally, under the Vice President for Student Services are admissions and records, the Assessment Center, counseling, drug prevention, financial aid, marketing, recruitment and student activities, the Single Parent Center, student development services, student employment services, student information systems, student support services, supplemental services, and Upward Bound. Each section begins with an overall vision statement, followed by an enumeration 1990-91 objectives and the extent to which they have been achieved, and future objectives for 1991-91, 1991-92, and 1995-96. (JMC)

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PUEBLO COMMUNITY
COLLEGE
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OBJECTIVES

1990-91 COMPLETED
1991-92 CURRENT
1992-93 PROJECTED
1995-96 PROJECTED

JC 910 380

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PRESIDENT'S OFFICE

VISION STATEMENT: To provide the leadership and climate necessary for our students to gain the skills and knowledge necessary for personal development, job preparation, and a solid general education.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Earned full Ten-year Accreditation from North Central Association of Schools and Colleges.	100%
2.	Implementation of the AA degree program area of Fine Arts.	100%
3.	Provide short summer, fall, and spring sessions (i.e. four weeks).	-0-
4.	Seek remodeling A&E funds for Central Administration building.	100%
5.	Seek funds for College Center remodeling.	100%
6.	Secure land and A&E funds for Canon City facility.	25%
7.	Complete construction and secure books for academic Learning Resource Center building.	100%
8.	Complete construction and secure books for Cortez Learning Resource Center.	80%
9.	Complete new two-hundred car parking lot and streetscape.	100%
10.	Update Affirmative Action/EEO plan.	100%
11.	Update and communicate minority institution goals.	100%
12.	Implement better communication with part-time faculty.	50%
13.	Increase Foundation endowment by $150,000.	100%

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Operate the college according to its mission statement and Board Policy.	
2.	Develop and implement a comprehensive high-school college articulation program.	
3.	Finalize USC-PCC expanded articulation agreement.	

PRESIDENT'S OFFICE

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

4. Continue implementing minority services goals.
5. Complete implementation of the AA degree program area of Fine Arts.
6. Continue to lead Colorado in industry training, criminal justice training, adult literacy training, and in health occupations training.
7. Obtain construction funds for Central Administration building.
8. Begin construction of College Center remodeling.
9. Secure land and A&E funds for Canon City facility.
10. Complete construction and secure books for Cortez Learning Resource Center.
11. Update and communicate minority institutional goals.
12. Increase Foundation endowment by $150,000.
13. Explore alternatives for the AVC operation with school districts 60 and 70.
14. Develop and implement a strategic plan for increasing State General Fund Support.
15. Expand and improve our counseling job placement and advisory procedures.
16. Implement on-line registration between Cortez and Pueblo.
17. Increase faculty salaries at least 2 percent above inflation.
18. Provide all educational services in an accountable and exemplary fashion.
19. Propose construction of new Health Science building.
20. Expand Adobe Construction program nationwide.
21. Expand Environmental Compliance Training nationwide.
22. Develop a domestic/international trade institute.
23. Develop funding plan for new Industry Services building.

PRESIDENT'S OFFICE

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

23. Begin development of program plan for new Maintenance building.
24. Develop program plan for new Health Sciences building.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. Expand services in Ute Indian reservations.
2. Seek larger facilities in Durango.
3. Implement interactive distance learning system among all major extension centers.
4. Serve 20,000 (head-count) credit and noncredit students.
5. Reach the Foundation's $1,000,000 endowment goal.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. Finalize construction of permanent campus in Canon City.
2. Serve 3,000 FTE and 25,000 head count students.
3. Construct new Business and Industry Services Building.
4. Construct new Health Sciences Building.
5. Begin men and women's sports in golf and tennis.

AFFIRMATIVE ACTION

VISION STATEMENT: To promote equal opportunity in employment, admission, and participation in the college's benefits and services for all persons.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Support and monitor Affirmative Action plan and Disabled plan.	100%
2.	Establish EEO utilization and goals and time tables.	100%
3.	Update minority services report.	100%
4.	Update and evaluate minority initiatives goals.	100%
5.	Attend state EEO conference.	100%
6.	Provide EEO in-service to faculty and staff.	100%
7.	Coordinate 2nd Annual Intercultural Mini-Conference.	100%

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Monitor and update Affirmative Action plan and Disabled plan.	
2.	Establish/meet EEO utilization goals and timetables.	
3.	Attend conferences related to EEO and cultural diversity.	
4.	Achieve minority initiative goals.	
5.	Update minority services report.	
6.	Provide faculty and staff development (cultural diversity).	

	1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Monitor and update Affirmative Action Plan and Disabled Plan.	
2.	Update Minority Services Report.	
3.	Achieve minority initiative goals.	
4.	Attend EEO and cultural diversity conferences/seminars.	
5.	Support the Coalition to Increase Minority Doctorates (CIMD).	

AFFIRMATIVE ACTION

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Network with statewide agencies and other colleges and universities regarding continued minority hiring and recruitment efforts.	
2. Sponsor in-services related to EEO.	

BUSINESS AND INDUSTRY SERVICES DIVISION

VISION STATEMENT: To assist the President in all areas and to deliver customized, environmental, and management training along with services to all business and industry in Pueblo Community College's service area. Also to provide services to small business and entrepreneurs with all facets of business development.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To work more closely with resident instruction in developing more FTE generating programs in Business and Industry.	40%
2. To obtain a centralized location on campus to improve services, communications, and morale.	90%

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To complete working with the Community College State system in offering Zenger-Miller training for the FTE classes.	
2. To have the Industrial Assessment Center as well as the Business and Industry Division to such a State-of-the-Art operation that high school counselors may enroll and take seminars here and the training will count as re-credentialing credit.	
3. To work in concert with more agencies such as Jones Real Estate School and Tom Antonson and Associates in offering training and seminars both on and off PCC campus.	

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To have the Environmental Training Center be able to offer credit classes to all science and chemistry teachers, so the department of education will honor this training for re-credentialing.	
2. To have Business and Industry Services operating in Pueblo Community College's total service area.	

BUSINESS AND INDUSTRY SERVICES DIVISION

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To have Business and Industry Services Division housed in training center with complete offices, classroom, and training lab.	
2. To establish an accredited training center in areas to encompass management skills, technical training, small business development, and environmental (OSHA-EPA).	

CUSTOMIZED TRAINING (TECHNICAL AND MANAGEMENT)

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To expand supervisory training into smaller companies in southern Colorado (i.e., Colorado Springs and Canon City).	90%
2. To develop 10 percent more training in the Canon City community.	100%

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To design, develop, and implement various types of training for seasonal workers in the agriculture fields with funding help through the "youth" programs of PCJT.	

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To have Customized Training developed to such an extent that a director will be coordinating the efforts of several assistant directors of various departments such as Medical/Health, Training/Services, Senior Citizens Services, Management Training, Environmental Training, Industry Assessment, and Small Business Services.	
2. To have 3,000 people being served annually by "Community Services."	

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To continue to upgrade and cross train all instructors and staff to help the work load in all areas when someone is absent.	
2. To be the main training source in all areas to PCC's faculty and staff.	

ENVIRONMENTAL TRAINING

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To market and make aware the services available to business and industry.	80%

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To have a "consulting" service available to business and industry and also a variety of classes being offered on a rotating basis.	
2. To locate and secure the services of certified instructors (part/full time) with various expertise in order to be able to financially support the expanding needs of business and industry.	

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To expand all training and services by 25 percent to business and industry in Pueblo Community College's service area.	
2. To produce ample revenue to support three certified full-time instructors and other updated equipment purchases so that more classes may be offered throughout the industrial community.	
3. Develop and implement an A.A.S. degree in Safety and Health Management.	

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To have the ability, curriculum, and certified instructors available to offer all aspects of environmental training and advisement services.	

RESEARCH AND DEVELOPMENT

1991 - 1992 MAJOR OBJECTIVES PERCENT COMPLETED

1. To attend a minimum of three (3) workshops related to grant writing and grantsmanship.
2. To offer at least one inservice for faculty and staff related to grant writing and grantsmanship.
3. To design a filing system for the purpose of follow up on grant proposals in progress and/or submitted.
4. To research and propose grant proposal opportunities in most areas of the college and with community groups.
5. Offer assistance to faculty and staff who are interested in the pursuit of grants.
6. Coordinate the development of and submit initial Academic Initiative Report as required.
7. Review effectiveness of the PCC mini-grant program.
8. Survey PCC cabinet for research priorities.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. To attend a minimum of three (3) workshops related to grant writing and grantsmanship.
2. Offer at least one inservice to update faculty and staff related to grant writing and grantsmanship.
3. Provide technical support/assistance to faculty and staff in order to increase the success rate for funding of grants and proposals.
4. Submit Academic Institute Report as required.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. Attend two (2) or more workshops related to grant writing and grantsmanship.
2. Provide at least one grants-related technical assistance workshop for faculty and staff.
3. Work with campus and/or community groups to provide collaborative support for grants and special projects.

RESEARCH AND DEVELOPMENT

1995 - 1996 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
4. Submit Academic Initiative Report as required.	

SMALL BUSINESS DEVELOPMENT CENTER

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	To become profitable by offering more services and seminars to business and industry.	20%
2.	To create a video and self-explanatory form which will be shown to "first time" visitors. This will free up the director and allow more time for the developing of revenue producing seminars and expanding the services of the SBDC.	5%

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	To be operating on at least a "break-even" basis.	
2.	To become a major service center that makes significant contributions to the success of at least three small businesses and Pueblo Community College.	
3.	To conduct a series of seminars or workshops that will provide the business community with information relating to the management of their business and create revenue for the center.	

	1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	To continue to expand the services and revenue producing seminars that will enable the Small Business Development Center to be self-supporting.	
2.	To have some linkage with a manufacturing service in the community that will allow inventors/entrepreneurs to have their ideas designed and developed on a prototype basis.	

	1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	To be operating and be well established in PCC's total service area.	
2.	To work more closely with the other departments in the division to supplement and enhance the training and services available.	

VICE PRESIDENT FOR ADMINISTRATIVE SERVICES

VISION STATEMENT: To provide administrative services efficiently to allow personnel to concentrate on providing quality instruction and educational services.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Continue to increase the college's proportionate share of funding for the State Board.	50%
2. Develop alternative cash collection sites to improve service to students.	40%
3. Increase cooperation between administrative services and other branches of the college by improving communication and information sharing between branches.	50%
4. Examine organizational structure of administrative services area.	100%
5. Increase Reprographics departmental capabilities in order to produce a better quality product and increase service to the campus community.	100%
6. Distribute updated administrative forms with instructions on how to use them.	100%
7. Provide professional development opportunities for administrative services personnel.	40%
8. Develop alternative cash collection sites to improve services to students.	0%

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Strive to increase funding from the State Board and other sources.	
2. Implement preventative maintenance plan and improve ongoing upkeep on the building.	
3. Develop plan and budget ramifications and possibilities for phase out of the Title III grant.	
4. Provide in-house training opportunities for all college staff members.	
5. Sponsor joint with other divisions at the college to improve communications, morale, and efficiency.	

VICE PRESIDENT FOR ADMINISTRATIVE SERVICES

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

6. Provide professional development activities for all college staff members.
7. Showcase administrative services operations to inform faculty and staff of abilities and potential.
8. Automate services provided to reduce workload and increase efficiency.
9. Provide state-of-the-art management information to increase efficiency and provide for better recruiting.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. Strive to increase funding from the State Board and other sources.
2. Develop plan and strategy to fully utilize the remodeled Central Administration building.
3. Continue to provide quality in-house training and professional development activities for all staff.
4. Analyze capital outlay expenditures to upgrade medical equipment at the college.
5. Sponsor joint with other divisions at the college to improve communications, morale, and efficiency.
6. Continue to work with other divisions to enable students, faculty, and staff to be better served and to take advantage of college staff expertise.
7. Improve on-going maintenance and upkeep on college buildings and grounds.
8. Continually evaluate all services to improve overall services.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. Always strive to raise funding levels and develop new sources of funding.
2. Continue to provide in-house training and professional development activities for the college staff.
3. Continue to provide up-to-date methods of service to reduce workload and increase efficiency.

VICE PRESIDENT FOR ADMINISTRATIVE SERVICES

1995 - 1996 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
4. On-going evaluation of college services in order to automate and improve services.	
5. Constantly work with other divisions of the college to increase communication, morale, and efficiency of services.	
6. Continue to upgrade campus equipment to improve services.	

ACCOUNTING

VISION STATEMENT: To provide efficient, quality service to the college community in support of the college's educational, support, and community services.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Implement audit recommendations fully and timely.	100%
2.	Develop a comprehensive accounting office procedures and operations manual.	10%
3.	Continue improvement of accounting forms and procedures to: a. provide more flexible, convenient, and simplified methods of processing financial transactions for students, faculty, staff; and b. to improve enforcement of college and state policies, rules, and regulations.	100%
4.	Improve communications within the accounting office and with the rest of the college community.	100%
5.	Improve staff quality through job-related training/education and professional development.	100%
6.	Implement and properly maintain new state accounting systems (COFRS).	90%
7.	Continue improvement of the information systems for college managers.	100%

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Implement audit recommendations fully and timely.	
2.	Develop a comprehensive accounting office procedures and operations manual.	
3.	Continue improvement of accounting forms and procedures to: a. provide more flexible, convenient, and simplified methods of processing financial transactions for students, faculty, staff; and b. to improve enforcement of college and state policies, rules, and regulations.	
4.	Improve staff quality through job-related training/education and professional development.	

ACCOUNTING

1991 - 1992 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
5. Continue improvement of the information systems for college managers.	

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Continue improvement of staff quality through job-related training/education and professional development.	
2. Continue to provide formal training/education to non-accounting offices on systems and processes.	
3. Continue improvement of the information systems for college managers.	

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Distribute traditional accounting processing functions to other offices to increase efficiency and timeliness of processing.	

BOOKSTORE

VISION STATEMENT: To provide and continue to expand services to the students, faculty, and staff.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	To obtain a larger area and expand the bookstore with a receiving and storage area.	20%
2.	To continue training through NACS and attend learning seminars related to bookstore operations.	0%
3.	To have a full-time book buyer/receiving person.	90%
4.	To continue building relations with the faculty and staff.	Ongoing
5.	To increase sales over fiscal year 1989.	75%

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	To be in a larger area with a receiving and storage area.	
2.	To have hired one textbook buyer and hire two more full-time cashiers.	
3.	To expand the services to the students, faculty, and staff.	
4.	To continue building relations with faculty, staff, and students.	
5.	Continue to upgrade the store staff's skills through education.	

	1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Continue to upgrade the store staff's skills through education.	
2.	To have a small full-time staffed bookstore outlet in Canon City.	
3.	To upgrade services to the faculty, staff, and students.	

	1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Continue to build relations with faculty and staff.	
2.	Continue to upgrade the store staff's skills through education.	
3.	To continue to upgrade the store and services as needed.	

COMPUTER SERVICES

VISION STATEMENT: To provide institutional support and guidance regarding computer services, data management, data communications, voice communications, training, procurement of equipment and software, and to service the institution in a service bureau environment.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Link the Cortez/Durango campus with the central computer facility at this institution.	100%
2.	Install a wire management network for the new Academic Building.	100%
3.	Install a Fiber Optic backbone across the campus.	90%
4.	Design and install a Wide Area Network.	75%
5.	Provide statistical reports to the institution to help meet the needs of future planning and development.	50%
6.	Install FOCUS and train the appropriate personnel.	100%
7.	Provisionally start the implementation of On-Course.	100%
8.	Prioritize all major projects for Computer Services.	100%
9.	Increase the training efforts of Computer Services to the rest of the college in the areas of system access, Series Z, requesting reports, and various PC applications.	50%
10.	Install all software upgrades.	100%
11.	Establish a "Bulletin Board" system for general campus usage.	25%
12.	Create a disaster recovery plan.	25%
13.	Define a policy to address the uploading and downloading of information from the central database system.	0%
14.	Network this college with all of the community colleges to facilitate software and information sharing, etc.	100%
15.	Upgrade the computer facility to meet the needs of the college.	50%

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Install SIS+	
2.	Install the PCC Information Center System (VTX).	

COMPUTER SERVICES

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

3. Upgrade the Computer Systems to meet the needs of the college.
4. Install a monitoring system to enhance system response time.
5. Create a **Data Facts Book** that contains the static statistical information of the college.
6. Create a Disaster Recovery Plan for the Administrative Computer Systems.
7. Install all software upgrades.
8. Create a monthly newsletter insert for the Peace Pipe.
9. Define a policy to address the uploading and downloading of information from the central database.
10. Upgrade the long distance carrier service for our PBX.
11. Connect the Health Science building to the Fiber Optic Network.
12. Connect the Technical Education building to the Fiber Optic Network.
13. Work in conjunction with the contractors to connect the College Center to the Fiber Optic Network.
14. Install an Office Automation system that will link the Instructional, Administrative, and Student Services offices.
15. Implement a Personnel System.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. Upgrade the computer system based on the needs of the College.
2. Install an Extended Ethernet connection to the Canon City and SWEC campuses.
3. Reduce data communications costs for the remote campuses.
4. Increase access and install other language packages for Instructional Computing.
5. Increase the access capabilities of the college into the state-wide and national networks.

COMPUTER SERVICES

1992 - 1993 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
6. Establish an ongoing Internship and Co-op program.	

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Implement "Voice Registration" into the Student Information System.	
2. Implement a Purchasing System.	
3. Upgrade the computer system based on the needs of the college.	
4. Implement a Bar Code system to meet all of the needs of the college and students.	

PERSONNEL

VISION STATEMENT: Coordinate the development and implementation of personnel polices and procedures that are consistent with the mission of a comprehensive community college committed to quality and excellence.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Increase classified evaluation completion percentage to 100 percent no later than October 31, 1990.	100%
2. Refine evaluation schedules of faculty and staff personnel.	100%
3. Modify administrative staff evaluation instrument to yield scores.	100%
4. Resequence evaluation instrument format to facilitate computer scoring.	100%
5. Modify orientation materials for new faculty and staff.	100%
6. Complete implementation of a comprehensive computerized Human Resource System. (State has dropped this as a priority.)	60%
7. Establish a leave bank for classified employees.	Postponed pending enabling legislation
8. Establish a comprehensive drug-free workplace program in cooperation with drug-free program director.	100%

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Establish a wellness program for staff.	
2. Establish a fitness program for staff.	
3. Establish an Employee Assistance Program.	
4. Establish a Career Resource Center for classified employees.	

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Expand employee relations program.	
2. Establish institutional incentive program for excellence in the work place.	
3. Expand functions to encompass a comprehensive Human Resource program.	

PERSONNEL

1992 - 1993 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

4. Establish stress management program.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. Establish Brown Bag seminars to discuss personnel issues.
2. Expand computer usage in personnel management.

PHYSICAL PLANT/PLANNING OFFICE

VISION STATEMENT: To provide, within the allocated resources, the best possible environment for education and community service. To provide the best possible service to all students, faculty, and staff in connection with the agency goals and requirements. .

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Complete the construction of the new Academic Facility and the move-ins.	100%
2. Complete the replacement of windows and doors on the AT Building.	100%
3. Continue to implement energy saving measures on campus.	50%
4. Continue to develop computerization of the Physical Plant.	50%
5. Implement personnel training programs.	50%
6. Continue campus beautification.	50%
7. Develop a painting crew for the summer break to paint offices campus wide.	30%
8. Develop a Re-Lamping program for all facilities on campus.	30%
9. Continue Program Planning for the Administration renovation.	50%
10. Continue to repair and replace building components.	50%
11. Continue to seek better productivity through efficiency.	50%
12. Prepare Capital Construction Budgets.	100%
13. Prepare Controlled Maintenance Requests.	100%
14. Continue to develop and implement Preventative Maintenance Program.	70%
15. Attempt to fill staff for the Physical Plant.	90%
16. Implement Consumable Inventory Program as it develops.	In Planning Stage
17. Attempt to begin a programmatic repainting of all exteriors of campus facilities.	30%
18. Begin the program planning for the renovation of the College Center.	50%

PHYSICAL PLANT/PLANNING OFFICE

1991 - 1992 MAJOR OBJECTIVES PERCENT COMPLETED

1. Continue to implement energy saving measures.
2. Continue the development of the computerization of the Physical Plant.
3. Continue campus beautification.
4. Continue the implementation of personnel training programs.
5. Continue to repair and replace building components.
6. Constantly seek better productivity through efficiency.
7. Strive for better communications with staff, faculty, and administration.
8. Continue to develop and implement Preventative Maintenance program.
9. Prepare Capital Construction and Controlled Maintenance requests and budgets.
10. Begin the Design Development and Renovation of the College Center.
11. Begin the Program Plan for the Health Sciences.
12. Hire and begin the A&E services for the renovation of the Central Administration Building.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. Finish the renovation of the College Center and begin the occupancy.
2. Continue to implement energy/money saving measures campus wide.
3. Continue campus beautification.
4. Begin the renovation of the Central Administration building.
5. Begin the request efforts for the Health Sciences.
6. Look into the Canon City facility needs.
7. Begin to develop Campus Utility Plan for primary change-over.
8. Increase staff to meet the demands for services.

PHYSICAL PLANT/PLANNING OFFICE

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Develop plans for the Technical Education and Maintenance buildings.	
2. Continue campus beautification.	
3. Continue to replace mechanical and electrical parts in the campus buildings.	
4. Continue to attempt to increase staff to meet the demands for service and maintenance.	
5. Follow the campus Master Plan for facilities planning.	

PRINTSHOP

VISION STATEMENT: To provide complete services of a printing facility. Increase the quality of visual communications. Perform the services necessary to support the needs of faculty, students, and staff.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Implement printing equipment and training.	100%
2.	Ensure materials printed for distribution are of highest quality befitting an educational institution.	Ongoing
3.	Satisfy 75 percent of reproduction needs on campus.	100%
4.	Provide opportunities for staff development.	100%
5.	Offer a variety of bindings.	100%
6.	Increase paper stocks, i.e., weights, colors.	100%

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Offer quality printing, copying, and binding services.	
2.	Review current development of service procedures to increase the timeliness and quality of service.	
3.	Upgrade duplication equipment.	
4.	Provide opportunities for staff development.	
5.	Implement fixed pricing schedule.	
6.	Increase usage of recycled papers.	

	1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Satisfy 75 percent of reproduction needs on campus.	
2.	Expand awareness of services and use of the Printshop to faculty, students, and staff.	
3.	Continue to develop desktop publishing.	
4.	Offer quality performance and services for a highly productive department.	

	1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Offer design services, including graphics.	

PRINTSHOP

1995 - 1996 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
2. Produce effective printed communications efficiently, economically, and expediently.	
3. Assist in the selection of appropriate paper stock for longevity and cost effectiveness.	
4. Provide flexibility to meet changing requirements.	
5. Improve responsiveness to needs.	
6. Offer greater variety of services and a better quality of copy.	

PURCHASING

VISION STATEMENT: Ability to communicate to all college personnel the multiple details of compliance with State Purchasing requirements. Consulting, advising, and providing information for all personnel in regards to purchasing and to any student whom we might service.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Prepare a policy handbook with all policies and procedures.	0%
2. Hire a full-time typist (or data entry clerk).	0%

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Strive to keep well informed on knowledge of computers, hardware, and software.	
2. Purchase equipment for the College Center renovation.	

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To have purchasing on a complete computer system.	
2. Help with the renovation of the Central Administration Building.	

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Continue to provide support to all personnel in regard to purchasing materials and equipment.	
2. Keep abreast of any changes in the state policies and procedures.	

VICE PRESIDENT FOR INSTRUCTION

VISION STATEMENT: To exercise participatory leadership in all programs of the college in order to establish excellence in:

- Occupational programs designed to train citizens for employment.
- Lower division college transfer programs to prepare students to enter four-year institutions at the junior level.
- Developmental courses to enable students to pursue occupational and educational goals.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	To support the goals and objectives set by the President for AY 1990-91.	100%
2.	To monitor and assess all instructional performance for accountability purposes on a monthly basis.	100%
3.	To reaffirm access and equal opportunities at orientation meetings each semester.	100%
4.	To expand course offerings leading to AA, AS, and AGS degrees each semester.	100%
5.	To submit self-study to North Central Evaluating Team in December 1990.	100%
6.	To review scheduled occupational programs as per five-year plan.	100%
7.	To establish plans to assess academic programs based on new CCHE program review policy by end of fall semester.	100%
8.	To develop methodology to anticipate future types of technicians for service areas by December 15, 1990.	(Not working - establish a new goal.)
9.	To implement Year Four of Title III Grant in Activities II and IV.	100%
10.	To continue to support the Canon City Extension and Southwest Centers.	100%
11.	To finalize all articulation agreements with four-year public institutions in Colorado by end of AY 1990-1991.	85%
12.	To increase minigrant applications by 25% from 1989-1990 academic year.	85%

VICE PRESIDENT FOR INSTRUCTION

1990 - 1991 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
13. To increase evening and weekend offerings by 10% from 1989-1990 academic year.	100%
14. To add two new programs to present offerings and phase out present marginal programs and/or certificates by end of AY 1990-1991.	100%
15. To continue to monitor and establish short and long-range planning for AVC in cooperation with School Districts 60 and 70 on a semester basis.	85%
16. To increase development of non-traditional delivery of curriculum by 20% from 1989-1990 academic year.	100%
17. To improve advisory process.	80%
18. To ensure smooth transition to Academic Building.	100%
19. To monitor library acquisition for new location by end of fall semester.	100%
20. To submit one grant proposal from Instruction.	100%

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To support instructional goals and objectives set by the President for AY 1991-1992.	
2. To monitor instructional performance for accountability purposes.	
3. To strengthen orientation of new and adjunct faculty each semester.	
4. To continue to expand course offerings leading to AA, AS, and AGS degrees each semester.	
5. To review scheduled occupational programs as per five-year plan: Automotive Body Repair (Postsecondary and Secondary), Automotive Mechanics (Secondary), Automotive Technology, AGS, AS, Radiologic Technology.	
6. To develop methodology to anticipate future types of technicians for service areas through close work with advisory committees.	
7. To implement year five of Title III grant in Activities II and IV.	

VICE PRESIDENT FOR INSTRUCTION

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

8. To continue to expand the Canon City and Southwest Centers.
9. To increase evening and weekend offerings by 10 percent from AY 1990-1991.
10. To review and consider new evaluation instruments for faculty and administrators.
11. To add two new programs to present offerings and phase out present marginal programs and/or certificates by the end of AY 1991-1992.
12. To increase development of nontraditional delivery of curriculum by 20 percent from AY 1990-1991.
13. To submit one Program of Excellence grant proposal to CCHE.
14. To participate in international exchange programs.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. To support President's major objectives.
2. To support expansion efforts in Extension Centers including the Ute Indian Reservations.
3. To increase enrollment by 5 percent from 1990-1991.
4. To establish nontraditional delivery systems of education.
5. To obtain recognition at state and national levels.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. To support President's major objectives.
2. To develop Programs of Excellence grant proposals in Extension Centers.
3. To support major retention and recruitment efforts.
4. To work with international education.
5. To continue to obtain recognition at state and national level.

ARTS, BUSINESS, AND COMMUNICATIONS DIVISION

VISION STATEMENT: To provide students with the opportunity to gain skills and knowledge necessary to obtain gainful employment or to effectively transfer to four-year colleges or universities and to provide educational excellence.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To support the goals and objectives set by the Vice President for Instruction in order to establish excellence in:	
a. Occupational programs designed to train citizens for employment.	100%
b. Lower-division college transfer programs to prepare students to enter four-year institutions at the junior level.	100%
c. Developmental courses to enable students to pursue occupational and educational goals.	100%
d. Programs designed to meet the immediate and future needs of communities in our service area.	100%
2. To develop and implement a course of study in library technician.	100%
3. To develop and implement course work in theatre.	100%
4. To develop and implement physical education transfer courses.	100%
5. To develop and implement additional courses needed to support the AA, AS, and AGS degree programs.	100%
6. To expand the versatility of current course offerings by utilizing educational software and television mediums.	100%
7. To expand the development of new programs within existing departments.	100%
8. To develop clearer understanding and teamwork among existing departments.	90%
9. To increase evening and weekend offerings by 10 percent from 1989-1990 academic year.	90%
10. To increase enrollment in the Accounting and Business Management programs by 10 percent.	None Decreased

ARTS, BUSINESS, AND COMMUNICATIONS DIVISION

	1990 - 1991 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
11.	To identify and administer a comprehensive examination to all AA, AS, and AGS seeking students who enrolled fall semester, 1990.	100%
12.	To offer at least three new courses in Computer Information Systems.	100%
13.	Meet the requirements of the accountability plan.	100%

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	To support the goals and objectives set by the Vice President for Instruction.	
2.	To develop and implement additional courses needed to support the AA, AS, and AGS degree programs.	
3.	To expand the versatility of current course offerings by utilizing educational software and television mediums.	
4.	Develop a Medical Records Technician program in BTE/CIS.	
5.	To develop clearer understanding and teamwork among existing departments.	
6.	To increase evening and weekend offerings during AY 1991-92 so that all departments within the Division provide certificate and/or degree programs to students attending exclusively evenings and weekends can acquire these.	
7.	To increase enrollment in the Accounting, Business Management, and Farm Ranch Business Management programs by 10 percent.	
8.	To implement all departmental Accountability Progress Report assessments measures that were to be used during AY 1991-92.	
9.	To develop a committee to define use of portfolios and case studies in measuring critical thinking for the Accountability Progress Report; then implementing them.	
10.	To develop articulation agreements with Districts 60 and 70.	

ARTS, BUSINESS, AND COMMUNICATIONS DIVISION

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. To continue major objectives for 1991 - 1992.
2. To develop additional departmental leadership.
3. Achieve a related job placement rate of, minimally, 85 percent for BTE/CIS program of study.
4. To increase demographically representativeness membership of advisory committees.
5. Meet the requirements of the Accountability Plan.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. To continue major objectives for 1991-92.
2. To monitor and assess all instructional performances for the Accountability Plan.
3. To reaffirm access and equal opportunities.
4. To continue to support the Canon City and Southwest Center programs.

ACCOUNTING

VISION STATEMENT: To provide quality instruction to program majors. To act as a community resource by offering courses for upgrading people already employed in accounting or related fields.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Increase annualized FTE by 10 percent.	70%
2.	In all course offerings, review and update syllabi to reflect changes which have occurred since last reviewed.	100%
3.	Establish an active advisory committee to include demographic representativeness.	80%
4.	Review and select new textbook for ACC-155, Cost Accounting.	100%
5.	Meet with local high school officials to explain how their students might benefit by our program in accounting.	0%
6.	Write new syllabus for ACC-276, Cooperative Training.	100%

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Increase annualized FTE by seven percent.	
2.	Review and update syllabi to reflect changes which have occurred since last reviewed.	
3.	Meet with local high school officials to explain how their students might benefit from our program in accounting.	
4.	Develop a marketing plan to present to local groups to explain how their individual members might benefit by our program in accounting.	
5.	Develop and offer a course on Income Tax Fundamentals.	

	1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	To continue major objectives for 1991 - 1992.	
2.	Increase annualized FTE by 7 percent.	
3.	Review required curriculum with advisory committee and update if necessary.	

ACCOUNTING

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Increase annualized FTE by 7 percent.	
2. Develop at least one new elective course for accounting majors.	

BUSINESS MANAGEMENT

VISION STATEMENT: To provide quality instruction and training, qualifying graduates for entry-level managerial jobs and providing functional knowledge so that each can fully develop his potential for leadership in business and in the community.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. In all course offerings, review and update syllabi to reflect changes which have occurred since last reviewed.	100%
2. Increase FTE by 10 percent.	70%
3. Meet with local high school officials to explain how their students might benefit by our program in business management.	0%
4. Develop a complete package of presentation materials for group advisement sessions.	100%
5. Review and select new textbooks for BMA-269, Business Seminar; BMA-252, Advanced Management.	100%
6. Increase advisory committee representation to 25 percent demographic representativeness.	100%
7. Develop and add a new course to curriculum in the area of real estate.	0%

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Review and update syllabi to reflect changes which have occurred since last reviewed.	
2. Increase FTE by 7 percent.	
3. Meet with local high school officials to explain how their students might benefit from our program in business management.	
4. Develop a complete package of presentation materials for group advisement sessions.	
5. Develop a marketing plan to present to local groups to show them how their individual members might benefit by our program in business management.	
6. Develop exercises/classroom activities which will require/encourage critical thinking, ethics, and values in all courses.	

BUSINESS MANAGEMENT

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To continue major objectives for 1991 - 1992.	
2. Increase annualized FTE by 7 percent.	
3. Review required curriculum with advisory committee and update if needed.	
4. Expand elective subjects by developing one additional course.	

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Increase annualized FTE by 7 percent.	
2. Expand elective subjects by developing one additional course.	

BUSINESS AND OFFICE TECHNOLOGIES

VISION STATEMENT: To provide quality instruction necessary for Business and Office Education students to become proficient office employees.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Achieve 85 percent placement for program completers.	100% +
2.	Complete an area survey to determine the need for and job availability for paralegals. (The state staff did not approve the program proposal or encourage such a program - therefore abandoned.)	0%
3.	Establish two new articulation agreements with area high schools or adult training centers.	50%
4.	Update and continue all currently approved articulation agreements.	100%
5.	Review and update all course syllabi.	75%
6.	Increase annualized FTE by 5 percent.	100%
7.	Explore at least one new program offering -- Medical Records Technology or Certified Records Manager are possibilities. Medical Records Technology being explored.	100%
8.	Encourage all full-time faculty to participate in at least one professional development activity.	100%
9.	Move into new classroom/office facilities.	100%
10.	Increase minority membership on the program's advisory committee. No new members appointed - will be addressed in 1991-92 year. We already have minority reps. but will increase the number.	0%
11.	Meet the requirements of the accountability plan. Will be 100% by end of next week.	90%

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Develop two course offerings designed primarily for community persons to gain job-upgrading training and skills.	
2.	Increase annualized FTE by 5 percent.	
3.	Maintain 85 percent placement for program graduates.	
4.	Have each full-time faculty participate in at least one conference or faculty development activity.	

BUSINESS AND OFFICE TECHNOLOGIES

1991 - 1992 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
5. Have each faculty member serve on at least one college or state committee.	
6. Have faculty members participate actively in at least one professional organization.	
7. Develop two new articulation agreements.	
8. Write and gain acceptance of the Program Approval Part II.	

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Offer at least 75 percent of the clerical/secretarial classes at the Canon City Center.	
2. Develop two new articulation agreements.	
3. Update all existing articulation agreements.	
4. Develop student curriculum sheets for Canon and evening students to show rotation of degree offerings.	
5. Meet requirements of the accountability plan.	
6. Explore the need for developing a degree for Medical Records Technologists.	
7. Offer one seminar in the medical area for community persons.	

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Review and update all curriculum and course syllabi.	
2. Increase annualized FTE by 2 percent.	
3. Increase night/weekend offerings by 5 percent.	
4. Increase student placement for program graduates to 87 percent.	
5. Continue faculty development and professionalism activities.	
6. Develop two additional courses designed primarily for community persons to upgrade their skills.	

BUSINESS AND OFFICE TECHNOLOGIES

1995 - 1996 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

7. Offer 100 percent of the degree classes needed for the clerical and secretarial options only -- not the medical or legal options -- at the Canon City Center.
8. Complete the program review process.
9. Maintain articulation efforts.
10. Explore at least one new program.
11. Offer two seminars annually for community persons.
12. Meet the requirements of the accountability plan.

COMPUTER INFORMATION SYSTEMS

VISION STATEMENT: To provide our students with the knowledge and skills necessary to obtain and perform jobs in the data processing area or other areas where knowledge of the computer and its capabilities are required.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Complete development of a dBASE III PLUS programming course and offer the course as an evening course in the spring 1991 semester.	100%
2.	Develop and offer an advanced Lotus 1-2-3 course as an evening course in the spring 1991 semester.	100%
3.	Change the course titles and numbers of existing CIT courses so that the content is more clearly reflected.	100%
4.	Incorporate the new computer equipment to be purchased for the new academic building into the existing curriculum.	100%
5.	Develop and offer 'C' programming as an evening course during the spring 1991 semester.	100%
6.	Complete development of database for CIT graduates and current students.	100%
7.	Improve communication with high school instructors to both improve the curriculum and attract more recent high school graduates into the CIT program.	0%
8.	Increase the number of community recourse persons as guest speakers in CIT courses.	80%
9.	Meet the requirements of the accountability plan.	100%

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Complete development of database for CIS graduates.	
2.	Contact four local high schools to both improve the curriculum and attract more recent high school graduates to the CIS program.	
3.	Develop a list of community resource persons as guest speakers in CIS courses.	
4.	Develop and offer one new programming language.	
5.	Develop and offer two new application software courses.	
6.	Add two new part-time faculty to the pool.	

COMPUTER INFORMATION SYSTEMS

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

7. Provide for at least one faculty member to attend a major conference for faculty development.
8. Meet the requirements of the accountability plan.
9. Write and gain acceptance of the Program Approval Part II.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. Develop and offer new programming languages as necessary.
2. Develop and offer new application software courses as necessary.
3. Continue faculty development to maintain/up-to-date instruction using current levels of hardware and software.
4. Develop student curriculum sheets to indicate rotation of classes at the Canon City facility.
5. Develop student curriculum sheets to indicate rotation for night classes.
6. Meet the requirements of the accountability plan.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. Develop and offer new programming languages as necessary.
2. Develop and offer new application software courses as necessary.
3. Continue faculty development to maintain/up-to-date instruction using current levels of hardware and software.
4. Meet the requirements of the accountability plan.

ENGLISH AND COMMUNICATIONS

VISION STATEMENT: To provide students with the opportunity to master the basic skills in grammar, reading, and study skills and to learn critical thinking and communication skills (both oral and written) necessary for job preparation, a broad general education, and successful human relationships.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Expand course offerings in the department. Prepare at least one course in the following areas: speech, writing, and literature.	66%
2.	Expand telecourse offerings to meet the needs of off-campus students. Prepare and offer the literature telecourse Voices and Visions in the spring.	100%
3.	Provide closer contact with the Canon City Center. As before, I will always notify our Canon English instructors of department meetings on our campus; in addition, I will visit their campus at least once a month.	75%
4.	Compose and implement two alternate forms of the English Assessment Test.	100%
5.	Review the syllabus and textbooks for English 105.	100%
6.	Encourage professional staff development among contract instructors. Circulate all information received on conferences, workshops, meetings, etc., that might be of interest. The goal is that at least 80 percent of our contract instructors will be able to take advantage of some professional staff development activity this year.	63%

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Implement portfolio assessment for composition students; a portfolio will be set up for all incoming English 100 students.	
2.	Host the fourth annual Colorado Community College Conference on Composition in March of 1992.	
3.	Review all course syllabi and curricula, specifically Eng 042 and 100 to insure appropriate emphasis on writing.	
4.	Provide a professional staff development activity at each department meeting.	

ENGLISH AND COMMUNICATIONS

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Expand the literature program by offering at least two different literature courses per semester.	
2. Continue portfolio assessment for accountability.	
3. Continue to review course syllabi and curricula.	
4. Continue to work with Core Curriculum Committees to insure transferability of courses.	

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Review and update all course offerings.	
2. Continue to work with Core Curriculum Committees to review courses and insure transferability and acceptance of AA/AS degrees.	
3. Reach the maximum number of students in the community by continuing to offer alternate delivery courses (including telecourses) and to provide variety in scheduling (evening and weekend times and off-campus locations).	

FARM/RANCH BUSINESS MANAGEMENT

VISION STATEMENT: To provide the leadership and technical training necessary to meet the demands of the agricultural community in our trade area.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Increase enrollment to 80 students.	88%
2. Continue to keep PCC Farm/Ranch Business Management as a source center for marketing and production information.	100%
3. Begin to implement plans for a two-year transfer program.	100%
4. Maintain student/instructor ration at 25:1.	90%
5. Continue to provide agriculturally-related classes that meet community needs in all learning centers.	100%
6. Maintain student retention at 90 percent.	100%
7. Offer specialized individual instruction to all students.	100%
8. To enroll 20 students in the continuing program.	98%
9. Continue to offer classes to inmates.	100%
10. Meet the requirements of the accountability plan.	100%

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Increase enrollment to 100 students.	
2. Maintain PCC as a source center for production and marketing information involving agriculture.	
3. Have a two-year program in place with an enrollment of 15.	
4. Add an additional instructor to handle the two-year program.	
5. To continue to offer inmate instruction.	
6. Relate instruction to fit current needs and community needs.	
7. Maintain student retention at 90 percent.	
8. Offer specialized individual instruction to all students.	
9. To enroll 30 students in the continuing program.	
10. Meet the requirements of the accountability plan.	

FARM RANCH BUSINESS MANAGEMENT

1992 - 1993 MAJOR OBJECTIVES — PERCENT COMPLETED

1. Increase enrollment to 120 units.
2. Continue to keep PCC Farm/Ranch Business Management as a source center for marketing and production information. Continue to use more of the telemarketing services.
3. Continue to update software and hardware.
4. Maintain student/instructor ration at 25:1.
5. Increase instructors to six full time.
6. Continue to provide agriculturally related classes in all learning centers to meet community needs.
7. Involve telecommunications to cut down on travel and number of classroom instructors.
8. Maintain student retention at 90 percent.
9. Continue to offer specialized instruction to all students.
10. Implement the program for fifth-, sixth-, and seventh-year students.
11. Meet the requirements of the accountability plan.

1995 - 1996 MAJOR OBJECTIVES — PERCENT COMPLETED

1. An enrollment of 120 students.
2. Continue to keep PCC Farm/Ranch Business Management as a source center for marketing and production information. Continue to use more telemarketing services.
3. Review three new accounting software programs.
4. Maintain student/instructor ratio at 25:1.
5. Review three new decision making software programs.
6. Continue to provide agriculturally related classes in all learning centers to meet community needs.
7. Maintain student retention at 90 percent.
8. Meet the requirements of the accountability plan.
9. Continue to offer specialized instruction to all students.

HUMANITIES AND SOCIAL SCIENCES

VISION STATEMENT: To provide high quality Humanities and Social Sciences courses and programs as a meaningful component of the educational experience of all Pueblo Community College students regardless of their career goals.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Increase student FTE by at least 5 percent.	100%
2.	Offer two additional fine arts courses: ART-111, Art History I and THE-211, Development of Theatre II, both on TV.	100%
3.	Request each full-time faculty member to submit a professional development plan.	80%
4.	Recommend the addition of one full-time faculty position to the department as the result of increased enrollment.	100%
5.	Continue to build a departmental student profile as a way of determining the best times and places to offer courses.	80%
6.	Enlarge the pool of well qualified prospective adjunct instructors by at least three.	100%
7.	Seek ways of improving the system for advising students regarding the Humanities/Social Sciences courses most appropriate for their needs and interest.	75%
8.	Provide tutorial assistance to degree-seeking students, perhaps through the local Phi Theta Kappa Chapter.	N/A
9.	Meet the requirements of the accountability plan.	100%

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Begin student portfolio assessment program in sampling of one Humanities class and one Social Science class.	
2.	Implement "World of Work" course as one way of integrating liberal arts and vocational/technical programs.	
3.	Continue faculty professional development: Each regular faculty member to participate in at least one regional or national conference or workshop.	
4.	Add at least three well qualified prospective adjunct instructors to the pool.	

HUMANITIES AND SOCIAL SCIENCES

1991 - 1992 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED

5. At least one visit to Canon City and Southwest Extension Center each semester to strengthen bonds and improve communication.
6. Hold meeting with all adjunct faculty at least twice during each semester.
7. Submit at least one grant proposal.

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED

1. Increase student FTE by at least 5 percent.
2. Increase evening and weekend offerings by 25 percent.
3. Offer one new course in the Humanities and one in the Social Sciences either on campus or via television.
4. Faculty Professional Development by participation in regional or national networks.
5. Submit at least one grant proposal.
6. Plan ways to extend student portfolio assessment.
7. Split present department into two: One Humanities, the other Social Sciences.
8. Revise and improve "World of Work" course.

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED

1. Increase student FTE in Humanities Department and Social Sciences Department each by 5 percent.
2. Recommend hiring of one more full-time faculty member.
3. Find ways to make more and better use of video, audio, and CAI delivery systems.
4. Establish feature series in Humanities and Social Sciences.
5. Promote and reward student participation in Fine Arts programs.

HEALTH PROFESSIONS, MATHEMATICS, AND SCIENCES DIVISION

VISION STATEMENT: To provide leadership and support for faculty, staff, and students to foster the best possible:

- Productivity and morale
- Skills, knowledge, ethics, and values
- Programs that are responsive to community needs

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Review the allocation and use of space within the Health Professions building. Plan for use of additional space availability as the new academic building becomes available which will open additional on-campus instructional space. The needs for additional space among the Health Professions Programs is critical due to the addition of the Physical Therapist Assistant program and other program expansions.	100%
2. Assist the programs within the division as national accreditation agencies conduct program reviews of health professions programs.	100%
3. Submit initial plans for remodeling of lab and office facilities in the existing Health Professions building in order to make efficient use of space.	100%
4. Develop a plan to recruit additional minority and protected class faculty for full-time and adjunct faculty positions.	100%
5. Develop a plan to increase minority representation on the divisional advisory committees.	100%
6. Continue to work on recruitment of adjunct faculty from the local school districts for evening and weekend instructors especially in the areas of mathematics and sciences.	100%
7. Assist department chairpersons in recruiting strategies in order to increase enrollment in programs where enrollments have been at lower than desired levels.	100%

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Re-model main office area in health science building.	

HEALTH PROFESSIONS, MATHEMATICS, AND SCIENCES DIVISION

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

2. Expand computer availability to all department heads and all division secretaries to enable the Health Science faculty and staff to be totally independent in registering and advising students.
3. Update, design, and mass produce a "generic" health programs brochure.
4. Assess the need and feasibility of new programs or expansion of existing programs as depicted in local, state, and national career trends.
5. Begin planning for a health career fair.
6. Improve the cohesiveness of the Division faculty and staff.
7. Increase enrollment of minority students and under-represented groups in all health programs.
8. Increase my knowledge of all Division programs, personnel, and policies.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. Expand articulation agreements between Division programs, high schools, and four-year institutions.
2. Review needs for new programs or the modification of existing programs.
3. Implement additional evening and weekend course offerings to expand continuing education opportunities and to provide flexible scheduling.
4. Monitor evaluation of division personnel.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. Lend assistance to department chairs regarding accountability, program review, and accreditation.
2. Provide two professional growth opportunities for division faculty and/or staff.

HEALTH PROFESSIONS, MATHEMATICS, AND SCIENCE DIVISION

1995 - 1996 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
3. Re-evaluate all division course syllabi for improvement or modification.	

DENTAL HYGIENE

VISION STATEMENT: To prepare students for entry level employment as a Dental Hygienist and to educate students to practice to the full extent of the Dental Practice Law of Colorado.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. First year student enrollment will be maintained at maximum capacity of sixteen, to maximize facility use and allow for possible attrition.	100%
2. Maintain at least two active tutors for clinical and didactic assistance which will promote retention and student success.	100%
3. Identify all students at risk for academic and/or clinical learning problems and using the active tutor pool, provide documented plans for assistance.	100%
4. Maintain student retention at or above 75 percent.	100%
5. Counsel all unsuccessful students regarding personal career goals and process for readmission to dental hygiene.	100%
6. Continue job placement assistance through referrals and bulletin board notices to regional professional organizations with a goal of 90 percent employment for active job seekers.	100%
7. Continue methods of identifying and targeting qualified student applicants via: a. letters of recruitment to graduating dental assisting students where allowed. b. contact with high school counselors to provide information about Dental Hygiene as a career. c. contact at least two secondary and/or postsecondary dental assisting programs to recruit potential applicants through personal visits and presentations.	100%
8. Reevaluate all extramural clinical sites for continued interest and educational value; Peterson Air Force Base, Ft. Lyon V.A. Hospital, and Colorado Mental Health Institute.	100%

DENTAL HYGIENE

	1990 - 1991 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
9.	Meet OSHA and Colorado Hazardous Waste Disposal guidelines by maintaining the MSDS file, waste disposal plan, and annual inservice of college employees (faculty and janitorial staff).	90%
10.	Maintain representation of clinical coordinator on institutional safety committee.	100%
11.	Maintain at least four sources of dental-related student scholarship funds.	100%
12.	Modify and update Clinical Manual to include current asepsis protocol and general clinical policies by fall semester 1990.	100%
13.	Dental Hygiene faculty will head the 4th Annual Colorado Dental Hygiene Educators' Conference.	100%
14.	Dental Hygiene faculty will establish professional development plans and the department will assist in planning release time.	100%
15.	To reflect the minority population of the service area, the program will actively recruit minority membership to achieve a 25% representation on the advisory committee.	100%
16.	Replace 15 dental operatory lights in the Dental Hygiene Clinic.	100%

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	First-year student enrollment will be maintained at maximum capacity of fifteen to maximize facility use and allow for possible attrition.	
2.	Maintain at least two active tutors for clinical and didactic assistance which will promote retention and student success.	
3.	Identify all students at risk for academic and/or clinical learning problems and using the active tutor pool, provide documented plans for assistance.	

DENTAL HYGIENE

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

4. Maintain student retention at or above 75 percent.
5. Counsel all unsuccessful students regarding personal career goals and process for readmission to dental hygiene.
6. Continue job placement assistance through referrals to Pueblo Community College job placement office, bulletin board notices, to regional professional organizations with a goal of 90 percent employment for active job seekers.
7. Continue methods of identifying and targeting qualified student applicants via:
   a. letters of recruitment to graduating dental assisting students where allowed.
   b. contact with high school counselors to provide information about Dental Hygiene as a career
   c. contact at least two secondary and/or postsecondary dental assisting programs to recruit potential applicants through personal visits and presentations
   d. contacts with agencies that assist nontraditional and minority individuals
8. Continue contacts with all extramural clinical sites for continued interest and educational value as special adjunct training sites; Peterson Air Force Base, Fort Lyon V.A. Hospital, and Colorado Mental Health Institute at Pueblo.
9. Continue implementing the Hazardous materials and Infection Control Plan which will meet OSHA, Colorado law and CDC guidelines:
   a. maintain and update the MSDS file
   b. maintain the infectious waste disposal plan
   c. design and implement a hazardous materials labeling plan

DENTAL HYGIENE

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

   d. continue annual and as-needed in service of college employees (faculty and janitorial staff)
   e. research and implement methods to dispose of chemical wastes according to local and state regulations

10. Maintain representation of clinical coordinator on institutional safety committee.

11. Maintain present patient resource pool and develop new resource avenues, such as:
   a. Pueblo Community Health Center
   b. City County Health Department
   c. Senior meal sites and other senior agencies
   d. Pueblo Community College marketing director to help organize publicity, advertising, and special events.
   e. local college campus student agencies

12. Maintain formal Clinical faculty in-service sessions for calibration of standards; to insure faculty consistency in student evaluations.

13. Maintain sources of program-specific student scholarship funds.

14. Dental Hygiene faculty will attend the 5th Annual Colorado Dental Hygiene Educators' Conference.

15. Dental Hygiene faculty will continue with their professional development plans and the department will continue to assist in planning release time.

16. To reflect the minority population of the service area, the program will continue to recruit minority membership to maintain a 25 percent representation on the advisory committee.

DENTAL HYGIENE

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

17. Begin three-year phase-in of clinical dental unit replacements using allocated Federal Carl Perkins dollars. Units will be replaced at the rate of at least five per year.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. Gather information to prepare for 1993 self-study program review as mandated by The American Dental Association Commission on Dental Accreditation.
2. Implement professional development plan for department faculty to ensure formal educational methodology training for all faculty:
    a. faculty needing training will complete the SBCCOE's 10 module training course and complete the post test evaluation at 80 percent.
    b. attend institutionally sponsored faculty-development on campus seminars relating to teaching methodology.
3. Use results of accountability data to: update and revise curriculum on an annual basis; revise teaching methodologies; develop methods for promoting student retention and academic success; and emphasize employability traits in the dental hygiene program.
4. At least one full-time faculty will complete a major continuing education activity of two or more day's contact as detailed in their professional development plan.
5. Sponsor 6th annual Colorado Dental Hygiene Educator's Conference.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. At least one full-time faculty will complete a major continuing education activity of two or more days contact as detailed in their faculty development plan.
2. Participate in providing professional continuing education.

DENTAL HYGIENE

1995 - 1996 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

3. Initiate at least one dialogue in relation to developing an agreement with a state college or university to cooperatively offer a four-year degree in dental hygiene.
4. Participate in planning renovation or replacement of Health Science facility.
5. Address any recommendations made from the 1994 Accreditation Site Visit.

FOOD MANAGEMENT, PRODUCTION, AND SERVICE

VISION STATEMENT: To provide a food service instructional program that has quality personnel, materials, and equipment and that enables students to have an outstanding food service educational experience.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To meet with the Food Service Advisory Committee three times during the school year.	100%
2. To recruit at least three new members for the Advisory Committee; at least one of whom is a minority.	100%
3. To maintain an active Culinary Arts Club.	100%
4. To participate in culinary shows approved by the American Academy of Chefs.	100%
5. To maintain an active membership in FSIC (Food Service Instructors of Colorado).	100%
6. To maintain an active membership in the Pueblo Chapter of the Colorado Restaurant Association.	100%
7. To maintain an active membership in the Pikes Peak Chapter of the Chef's de Cuisine.	100%
8. To attend inservice training provided by CCCOES.	100%
9. To develop brochures describing the food service program.	0%
10. To recruit 15 new students.	100%
11. To revise the curriculum for Introduction to Food Service.	50%
12. To contact Colorado State University and Denver University in order to investigate the possibility of establishing an articulation agreement with those institutions for the transfer of credits of Food Service Students.	0%
13. To apply for accreditation from the American Academy of Chefs.	10%
14. To submit suggestions regarding remodeling of the Cafeteria/Dining Area/Food Service Classroom within the College Center building.	100%

FOOD MANAGEMENT, PRODUCTION, AND SERVICE

1991 - 1992 MAJOR OBJECTIVES PERCENT COMPLETED

1. To meet with the Food Service Advisory Committee three times during the school year.
2. To maintain an active Culinary Arts Club.
3. To participate in culinary shows approved by the American Academy of Chefs.
4. To maintain an active membership in FSIC (Food Service Instructors of Colorado).
5. To maintain an active membership in the Pueblo Chapter of the Colorado Restaurant Association.
6. To maintain an active membership in the Pikes Peak chapter of the Chefs de Cuisine.
7. To attend training provided by California Culinary Academy through FSIC.
8. To recruit 15 new students into the Food Service Program.
9. To revise the bylaws of the Advisory Committee.
10. To survey the community regarding the feasibility of introducing a Dietetic Assistant Program at Pueblo Community College.
11. To revise the Accountability document and refine the final dinner activity for Accountability purposes.
12. To apply for accreditation from the American Academy of Chefs.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. To meet with the Food Service Advisory Committee three times during the school year.
2. To maintain an active Culinary Arts Club.
3. To participate in culinary shows approved by the American Academy of Chefs.

FOOD MANAGEMENT, PRODUCTION, AND SERVICE

1992 - 1993 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
4. To maintain an active membership in FSIC (Food Service Instructors of Colorado).	
5. To maintain an active membership in the Pike's Peak chapter of the Chef's de Cuisine.	
6. To maintain an active membership in the Pueblo Chapter of the Colorado Restaurant Association.	
7. To attend training provided by CCCOES.	
8. To recruit 15 new students.	
9. To develop a list of 3 qualified part-time or substitute instructors.	

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To maintain professional affiliations with the Restaurant Association, Chefs de Cuisine and FSIC.	
2. To integrate computer application skills in two required food service courses.	
3. To recruit 15 new students.	
4. To involve members of the Advisory Committee in curriculum revision for at least two courses.	

MATHEMATICS

VISION STATEMENT: To provide courses that will encourage students to develop the mathematical and problem solving skills needed on the job and in everyday life, to provide students the opportunity to acquire skills and knowledge in the natural sciences to secure jobs in their fields, and provide human development and a solid general education.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Develop a technical mathematics course that addresses the needs of the technical and health sciences programs.	80%
2. Develop a plan to guide the department toward consistency within each particular course offering.	50%
3. Work through various channels to investigate the potential union of the math department and high school students.	0%
4. Publicize the opportunities that are available for minorities in the multitude of fields that are tied to mathematics.	90%
5. Develop MAT 125 - Survey of Calculus.	0%
6. Improve the quality of math instruction via qualified math instructors.	75%

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Evaluate new video and CAI offerings. Determine retention, revision, and/or elimination.	
2. Continue to coordinate offerings at USC.	
3. Maintain consistency within particular course offerings.	
4. Continue to build and maintain a quality pool of adjunct faculty.	
5. Increase the number of full-time staff to meet the needs of the department.	
6. Continue to review and revise all courses.	
7. Complete the development of the technical mathematics course.	

MATHEMATICS

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

8. Complete the development of a guide to maintaining consistency within each course offering.
9. Continue to publicize the opportunities that are available for minorities in the multitude of fields related to mathematics.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. Establish a schedule for constant review/revision of existing math course offerings.
2. Provide additional course offerings as dictated by the needs of other divisions at PCC and for the students to transfer to four-year institutions.
3. Provide opportunities for staff development.
4. Maintain a quality pool of adjunct faculty.
5. Continue to increase the quality of education.
6. Offer a MAT 125 - Survey of Calculus course.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. Conduct a complete review of all course offerings as they relate to other divisions and to the needs of the student wishing to transfer.
2. Maintain quality of instruction as the needs are determined through the accountability process.
3. Investigate the opportunity of offering additional upper level courses above MAT 121.

NURSING

VISION STATEMENT: To provide high quality educational programs which prepare students for satisfactory performance on state licensing examinations and for subsequent ethical practice in four different specialized health care roles.

	1990 - 1991 OVERALL MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Conduct an intensive review and revision of the departmental philosophy to assure congruence with the institutional purpose and the programs offered by the department.	100%
2.	Begin revision of departmental curricula to meet program criteria and guidelines of the statewide articulation document.	100%
3.	Examine admission and progression policies and revise where indicated by student and program data.	100%
4.	Review guidelines established by accrediting agencies and develop a departmental position regarding initiating the formal evaluation process.	100%
5.	Seek external resources to establish scholarships for students served by the department.	90%
6.	Develop program awards recognizing student achievements.	100%
7.	Increase colleagueship and cooperative interprogram teaching in faculty's areas of academic specialty and professional expertise.	90%
8.	Provide recognition and reinforcement of individual efforts by faculty as a means of increasing job satisfaction and institutional loyalty among faculty.	70%
9.	Establish collaborative relationships with professional personnel and health care agencies in the community.	90%
10.	Participate in community functions and organizations to enhance the image and reputation of the academic programs and the College.	95%

NURSING

1990 - 1991 OVERALL MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
11. Gather data and submit the formal, Program Review Report as required by the State Board of Community Colleges and Occupational Education.	P.T. - 100%

1991 - 1992 OVERALL MAJOR OBJECTIVES	PERCENT COMPLETED
1. Ensure all new faculty and all students understand and support the department's philosophy, goals, and objectives and their relationship to institutional goals and objectives.	
2. Implement approved curriculum revisions in each program and continue to examine for omissions, repetitions, and relevance.	
3. Initiate self-study procedures for seeking program accreditation in accordance with faculty and administrative approval.	
4. Continue pursuit of external scholarship funds for students enrolled in curricula offered by the department.	
5. Publicize and present one continuing education program of interest to students, graduates, and community personnel.	
6. Collect data validating need for increased spatial allocations for the Department of Nursing.	
7. Collect data to validate the need for increased full-time faculty positions for school year '92-'93.	

1992 - 1993 OVERALL MAJOR OBJECTIVES	PERCENT COMPLETED
1. Continue encouragement of faculty development in areas of specialty knowledge and teaching effectiveness.	
2. Explore expansion of laboratory facilities to include section for students to have use of computer assisted instruction in close proximity to skills laboratory.	

NURSING

1992 - 1993 OVERALL MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
3. Offer LPN/RN refresher course for nurses in the community and for students resuming their nursing education in accordance with the Colorado Articulation Model.	
4. Coordinate schedules in nursing classes to facilitate team teaching and faculty-student interaction.	
5. Develop two-year schedule for all courses offered within the department.	

1995 - 1996 OVERALL MAJOR OBJECTIVES	PERCENT COMPLETED
1. Move into new expanded and fully equipped facility.	
2. Increase enrollment in nursing programs by 1/3 in accordance with legislative recommendations.	
3. Implement curriculum with integration of latest technology.	

PROGRAM OBJECTIVES: ASSOCIATE DEGREE, NURSING, 1990-1991

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Provide professional and supportive academic environment to enhance learning experiences for students.	100%
2. Revise curriculum to assure continuity with first-level courses and congruence with degree characteristics and articulation document.	100%
3. Establish cooperative planning, curriculum consistency, and program delivery for Durango and Pueblo campuses.	66.7%
4. Develop reinforcing and self-directed learning experiences for students to promote high performance on the July, 1991, State Board Licensing Examination.	50% (results not known until September)

NURSING

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Implement revised curriculum and monitor for continuity with first level courses; and congruence with degree requirements and Associate Degree competencies as identified in the Colorado Articulation document.	
2. Review the extended week-night/weekend program and revise sequence of course offerings, if indicated by student and program data.	
3. Assess students' clinical skills competencies at the beginning of the program to identify individual learning needs, familiarize the students with expected performance level and the importance of utilizing the nursing laboratory.	
4. Offer an increased variety of learning experiences for students to improve performance on the July, 1991, State Board Licensing Examination.	
5. Continue established cooperative effort with Southwest Center to insure consistency in program delivery.	
6. Initiate a professional student organization to increase awareness of the R.N. professional role.	

PROGRAM OBJECTIVES: PSYCHIATRIC TECHNICIAN, 1990-1991

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Review, and where indicated, adjust program documents to be congruent with revised departmental philosophy.	100%
2. Implement new curriculum for second semester of program.	100%
3. Enhance learning activities and tutorial options to achieve a success rate of 80 percent on students' first writing of the state board examination.	Students take boards 6/11, so I can't say how many will pass; did have review for them.
4. Participate in political process to initiate legislative authorization expanding the role of psychiatric technicians to non-state institutions.	50% - A bill is in committee

NURSING

1990 - 1991 MAJOR OBJECTIVES (Cont')		PERCENT COMPLETED
5.	Increase program admissions to a minimum of twenty for the entering class.	65%

1991 - 1992 MAJOR OBJECTIVES		PERCENT COMPLETED
1.	Increase publicity on availability of Psychiatric Technician Program to increase pool of applicants.	
2.	Develop a departmental policy regarding admission of Psychiatric Technician graduates to second semester of PN Program.	
3.	Secure a source of scholarship funds for Psychiatric Technician students.	
4.	Initiate a student organization for Psychiatric Technician students.	
5.	Explore the feasibility of an evening or weekend and evening program.	

PROGRAM OBJECTIVES: PRACTICAL NURSING, 1990-1991

1990 - 1991 MAJOR OBJECTIVES		PERCENT COMPLETED
1.	Review and modify curriculum to be congruent with revised departmental philosophy and with national criteria for LPN programs.	100%
2.	Examine learning experiences and adjust as indicated in statewide articulation plan.	100%
3.	Reinforce the concept of continued learning for students following program completion.	100%
4.	Obtain funds through a "mini" grant to support a faculty development workshop.	Not enough time this year - plan to do 1991-1992

NURSING

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Review admission policies and revise the scoring tool for admission to the program.	
2.	Conduct a survey of the Canyon City area to explore the need for reestablishing a PN program at the Canyon City campus.	
3.	Develop an extended week-night/weekend program to meet the needs of the student with life responsibilities that interfere with a concentrated, full-time program.	
4.	Implement revised curriculum and monitor for continuity with second level courses; and congruence with certificate requirements and Practical Nurse competencies as identified in the Colorado Articulation document.	
5.	Develop a scoring tool for admission of transfer students and psychiatric technician bridging students.	
6.	Initiate a student organization for PN students.	

PROGRAM OBJECTIVES: SURGICAL TECHNICIAN

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
	Degree Met	
1.	Maintain enrollment at 10 students per academic year.	100%
2.	Obtain an anatomical model for the laboratory.	100%
3.	Obtain specialty instruments for orthopaedic and cardio-vascular surgery.	100%
4.	Offer a review session for the LCCST Certification Examination.	100%
5.	Have 75 percent of graduates write the LCCST certification Examination, and at least 75 percent of those who take it pass on their first attempt.	100% 87% of students chose to take it, 91% of them passed.

NURSING

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Review curriculum for inclusion of latest technologies and appropriateness of course sequence. Make revisions as indicated.	
2. Survey the Colorado Springs area to explore the potential for an extension of the program to that geographical area.	
3. Develop strategies for improved student remediation and retention.	
4. Explore strategies to facilitate surgical technician faculty and students participation in campus activities.	

OCCUPATIONAL THERAPY ASSISTANT

VISION STATEMENT: To prepare students for entry level employment as an Occupational Therapist Assistant and to help meet the occupational therapy manpower needs within the state of Colorado.

1990 - 1991 MAJOR OBJECTIVES		PERCENT COMPLETED
1.	Survey the clinical field-work therapists as to their computer requirements to use as the basis for assessing the computer needs of the program.	100%
2.	Offer three courses within the program that are in the independent study format.	100%
3.	Prepare accreditation self-study and successfully complete on-site visit.	100%

1991 - 1992 MAJOR OBJECTIVES		PERCENT COMPLETED
1.	Establish master plan for the department laboratory space that meets requirements of the Occupational Therapy Assistant Program and suggested requirements of the Advisory Committee.	
2.	Install computers in the OTA laboratory and have students explore rehabilitation software and computer assistive devices.	
3.	Provide a workshop for clinical fieldwork supervisors on learning styles.	
4.	Initiate new courses for assertive training, sociology in health care, and add one credit hour to Occupational Therapy Modalities II.	

1992 - 1993 MAJOR OBJECTIVES		PERCENT COMPLETED
1.	Have two Occupational Therapy Assistant scholarships funded by Occupational Therapy personnel available to students by fall semester, 1994.	
2.	Offer one adult education or one continuing education course during the 1992-93 school year.	

OCCUPATIONAL THERAPY ASSISTANT DEPARTMENT

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Offer packaged or weekend courses to interested students in the Grand Junction and Denver areas by fall, 1995 semester.	
2. Finalize plans for Occupational Therapy Assistant Program Laboratory for proposed new Health Building.	

PHYSICAL AND NATURAL SCIENCES

VISION STATEMENT: To provide courses that will encourage students to develop problem solving skills needed on the job and in everyday life and to provide students the opportunity to acquire skills and knowledge in the natural sciences to secure jobs in their fields and provide human development and a solid general education.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Create a qualified pool of part-time applicants both here and in Canon City.	95%
2.	Establish a means of recruiting minorities for part-time and full-time instructors.	90%
3.	Work with new building coordinator to insure equipment and furniture needs are met.	50%
4.	Video tape CHE 112 to offer it in the future either or as alternate delivery or for low enrollment classes to meet the needs of AS degree seeking students.	100%
5.	Offer more core courses for the AS degree including BIO 111, BIO 112, and GEY 111.	100%
6.	Pursue the offering of inservice workshops for science instructors.	100%
7.	Continue to upgrade, modify, and evaluate use of lab cards.	100%
8.	Establish and offer one or more science related telecourses.	100%
9.	Develop, revise, and implement chemistry labs to operate on a micro-scale to reduce hazardous wastes and to limit the need of expensive chemistry equipment and to increase the student's learning of the concepts presented in the labs.	80%
10.	Enhance safety awareness, increase safety equipment, and disposal of any hazardous substance.	80%
11.	Provide reliable, practical accountability standards.	50%
12.	Produce one or more videos to enhance science courses.	100%
13.	Move into new building.	100%

PHYSICAL AND NATURAL SCIENCES

1990 - 1991 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
14. Keep course content and evaluation among various instructors as similar as possible.	80%

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Work with the new building coordinator to insure equipment and furniture needs are met.	
2. Coordinate science courses at Canon City and Cortez extensions.	
3. Investigate the potential for development and implementation of additional core courses to meet the need of the students in the Associate of Science degree program.	
4. Coordinate the scheduling of science classes with other departments of science classes on a semester basis.	
5. Establish a schedule for a timely review and revision of all science courses.	
6. Acquire lab equipment for new building.	
7. Acquire new/replacement lab equipment for Canon City.	
8. Assist in articulations and transfer agreements with all four-year institutions as it relates to the science departments.	

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Establish research projects for professors and students.	
2. Obtain grants for research.	
3. Co-ordinate our programs with major universities.	
4. Continually review and upgrade all courses.	
5. Continue to improve my personal growth, knowledge, and development as an individual, co-worker, and instructor.	
6. Increase full-time contract staff by 1.0 position with emphasis on minority hiring.	

PHYSICAL AND NATURAL SCIENCES

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Investigate the potential for outside sources of funding for science equipment, i.e. grants, advisory committee.	
2. Review the schedule for course review/revision.	
3. Increase full-time contract staff by a 1.0 position with emphasis on minority hiring.	
4. Review the integration of the science department into the new building (lab equipment meets the needs, offices are adequate in number and in location, course scheduling correlates with rooms).	
5. Assist in articulations and transfer agreements with all four-year institutions as it relates to the science department.	

PHYSICAL THERAPIST ASSISTANT PROGRAM

VISION STATEMENT: To prepare students for entry level employment as physical therapist assistants and to help meet the physical therapy manpower needs within the state of Colorado and to improve physical therapy services to the indigent of Pueblo County.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Achieve accreditation from the American Physical Therapy Association by May 1, 1991.	100%
2.	Retain 100% of PTA second-year students.	100%
3.	Focus on the development and implementation of all aspects of the clinical phase of the PTA Program, to include one clinical instructor inservice, and expand, by 5, the number of clinical sites available to students.	100%
4.	Continue to develop and expand the curriculum to include two new courses, Psychology of the Ill and Handicapped, and Functional Anatomy I, and also to improve the medical terminology curriculum for PTA students.	70%
5.	Two representatives of the PCC PTA Advisory Committee will attend all scheduled meetings of the Consortium Advisory Committee.	85%
6.	Justify an increase of PTA staff from 1.5 to 2.0 as reflected by curriculum demands and students' needs.	100%
7.	Design and implement a self-contained physical therapy lab to be located in the Health Professions building to include the purchase of 60 percent of the equipment essential for start up.	100%
8.	Increase the minority representation of the PTA Advisory Committee by one and to expand the geographical representation in Southeastern Colorado by one.	100%
9.	Develop a Physical Therapist Assistant Student Handbook.	100%
10.	Staff is to attend no less than two staff development activities.	100%

PHYSICAL THERAPIST ASSISTANT PROGRAM

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED

1. Track and survey 1991 graduates to ascertain job placement and success on the job as expressed by employers as well as PTA graduates.
2. Complete implementation and design of a self-contained physical therapy lab to include the remaining 40 percent of essential equipment.
3. Implement a PTA student orientation prior to fall, 1991, classes.
4. Retain 100 percent of PTA first and second-year students.
5. Expand, by 5, the number of clinical sites available to students.
6. Recruit one scholarship program sponsor.
7. Staff is to attend no less than two staff development activities.
8. Increase minority representation and student representation on the PCC PTA Advisory Committee by one.
9. Review and revise the interview portion of the PTA selection and admissions procedure.
10. Implement PTA 113, Emotional Factors in Disability in Spring 1991.
11. Begin developing course modules for the PTA Core Curriculum.

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED

1. Track and survey 1992 graduates to ascertain job placement and success on the job as expressed by employers and PTA graduates.
2. Retain 100 percent of the PTA first and second-year students.

PHYSICAL THERAPIST ASSISTANT PROGRAM

1992 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

3. Complete development of all PTA Core Curriculum Modules.
4. Investigate implementation of a Health Career Fair with all PCC Health Departments.
5. Staff is to attend no less than two staff development activities.
6. Increase medical resources including medical periodicals at the Learning Resources Center for PTA students.
7. Improve communication with clinical instructors and PTA faculty through revision of clinical instructor and student evaluation forms.
8. Present physical therapy career information to at least three (3) middle school classes.
9. Revise all PTA Core Curriculum learning and course objectives.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. Begin coordination with physicians, service agencies, and the PTA Program to provide physical therapy to the indigent through the PTA Department.
2. Implement procedure for renewal of accreditation status from CAPTE of APTA.
3. Incorporating suggestions from APTA and advisory groups, update and revise curriculum to better meet the needs of students and clinic sites.
4. Track and survey 1994 and 1995 graduates to ascertain job placement and success on the job as expressed by employers and PTA graduates.
5. Provide department staff with two or more meaningful professional growth and development activities.

PHYSICAL THERAPIST ASSISTANT PROGRAM

1995 - 1996 MAJOR OBJECTIVES (Cont') | PERCENT COMPLETED

6. Continue to work closely with PTA Advisory Committee, especially new members, by regular attendance at scheduled meetings.

RADIOLOGIC TECHNOLOGY

VISION STATEMENT: To provide a very high degree of knowledge in the arts and skills required for the profession of medical radiography so that students will be prepared to meet the challenge of citizenship and accomplishment both in and outside their own profession.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Submit application for program reaccreditation.	100%
2. Initiate and complete data collection and submit written self-study evaluation for program accreditation.	100%
3. Finalize with CAHEA the details for the on-site visit for program reaccreditation.	100%
4. Maintain student success rate on National Registry Exam at 90 percent or greater.	96%
5. Maintain graduate placement at 80 percent or greater.	100%
6. Reorganize and restructure the program advisory committee.	0%
7. Complete inspection, certification, and registration of program x-ray unit as mandated by the State of Colorado regulations by the end of the academic year.	100%
8. Obtain ceiling installation in classroom 030, through state appropriated funds, by the end of the academic year.	0%
9. Continue to identify course goals and major objectives, through the advisory committee, for a course offering in multiplanar sectional anatomy.	100%
10. Continue to work with local and regional agencies to maintain graduate placement in the field of radiologic technology at or above 80 percent.	See No. 5

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Complete program reaccreditation through JRCERT/CAHEA on-site visit, January, 1992.	
2. Complete CCHE/CCOES Program Review.	

RADIOLOGIC TECHNOLOGY

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

3. Achieve and maintain student success rate on National Registry Exam at 90 percent or greater.
4. Maintain graduate placement at 80 percent or greater.
5. Reorganize and restructure Program Advisory Committee.
6. Complete annual inspection, certification, and registration of program x-ray unit as mandated by State of Colorado regulations.
7. Obtain ceiling installation in classroom 030, through state appropriated funds, by end of academic year.
8. Continue to identify course goals and major objectives, through advisory committee, for a course offering in multiplanar sectional anatomy.
9. Continue to work with local and regional agencies to maintain graduate placement in the field of Radiologic Technology at or above 90 percent.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. Continue the endeavor to establish an advanced imaging certificate program for access by regional health care professionals involved in diagnostic imaging.
2. Replace or upgrade existing radiographic equipment to more closely approximate that of industry.
3. Investigate feasibility of expanding program enrollment through the addition of major clinical affiliates in the Colorado Springs community.
4. Maintain existing equipment certification and registration

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. Maintain an advanced imaging certificate program for access by regional health care professionals involved in diagnostic imaging.

RADIOLOGIC TECHNOLOGY

1995 - 1996 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

2. Develop continuing education courses for radiologic technologists to meet mandatory CE requirements of the American Registry of Radiologic Technologists effective January, 1995.
3. Continue to replace or upgrade existing radiographic equipment to more closely approximate that of industry.
4. Increase Program enrollment through expansion into the Colorado Springs area.
5. Provide courses to the community outside the scope of the program. (e.g., basic courses in non-destructive testing)

RESPIRATORY CARE

VISION STATEMENT: To prepare respiratory therapist, in compliance with the Joint Review Committee for Respiratory Therapy Education, who can apply scientific knowledge and theory to practical clinical problems of respiratory care.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Recruit at least 16 qualified applicants for the 1991 fall class.	100%
2. Maintain a pass rate of 85 percent for the National Board for Respiratory Care Entry Level Exam.	100%
3. Maintain a pass rate of 60 percent for the National Board for Respiratory Care Registry Exam.	0%
4. Prepare a graduation letter of reference form by April 1, 1991, so that the program can receive feedback on its evaluation procedures.	100%
5. Prepare an employer and graduate survey that evaluates program standards by March 1, 1990.	100%
6. Complete the CCCOES Program Approval Part II by December 14, 1990.	100%

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Complete all requirements for reaccreditation with the Joint Review Committee for Respiratory Therapy Education by March 1, 1992.	
2. Recruit at least 16 well-qualified individuals for the 1992 fall class.	
3. Maintain a pass rate of 100 percent for all 1991 graduates on the NBRC Entry Level Exam.	
4. Maintain a pass rate of 100 percent for all 1991 graduates on the NBRC Registry Exam.	
5. Secure by means of Perkin's funds a video camera, videocassette player, television, and VCR/TV cabinet stand.	

RESPIRATORY CARE PROGRAM

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Recruit at least 16 well-qualified individuals for the 1993 fall class.	
2. Maintain a pass rate of 100 percent for all 1992 graduates on the NBRC Entry Level Exam.	
3. Maintain a pass rate of 100 percent for all 1992 graduates on the NBRC Registry Exam.	
4. Secure by means of Perkin's funds a Siemens Servo 900C.	

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Recruit at least 16 well-qualified individuals for the 1996 fall class.	
2. Maintain a pass rate of 100 percent for all 1995 graduates on the NBRC Entry Level Exam.	
3. Maintain a pass rate of 100 percent for all 1995 graduates on the NBRC Registry Exam.	

THE LEARNING CENTER

VISION STATEMENT: To meet the goals and objectives as set forth by the Title III grant as it relates to Activity Two - The Improvement of Academic Programs.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	The Learning Center will continue to review options and offer courses that are individualized, for credit, and having an open enrollment format.	75%
2.	This activity will have at least five faculty members involved in curriculum development.	100%
3.	This activity will conduct faculty in-service sessions relative to CAI techniques.	100%
4.	Faculty recommendations used to update and modify The Learning Center's materials and software.	100%
5.	Each year eight PC's and four printers are to be purchased and installed.	100%
6.	Increase the utilization of The Learning Center by faculty members.	100%
7.	Increase the amount of curricular materials available for student use.	100%
8.	Consultants will be utilized in order to gain maximum efficiency from this activity.	50%

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	The Learning Center will continue to review options and offer courses that are individualized, for-credit, and having an open-enrollment format.	
2.	This activity will have at least five faculty members involved in curriculum development.	
3.	This activity will conduct faculty inservice sessions for staff development.	
4.	Utilize faculty recommendations to update and modify all material in The Learning Center.	

THE LEARNING CENTER

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

5. Purchase eight PC's and four printers and install.
6. Increase the utilization of The Learning Center by students and faculty by 10 percent.
7. Increase the amount of curricular materials available for student use by 10 percent.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. The Learning Center will continue to address the goals and objectives as outlined by the Title III grant in the Activity Two section.
2. Determine a budgetary support mechanism to fund The Learning Center after the grant expires.
3. Continue to be available to the students as a study lab and learning center. Maintain the low-key, non-threatening atmosphere that has become our trademark.
4. Continue to offer the individualized, for-credit, and open-entry courses that were developed under the grant.
5. Continue to cooperate with Supplemental Services in the area of the tutorial needs of the students.
6. Continue to be a repository for supplemental CAI materials for courses offered at the college.
7. Investigate the possibilities of external funding for the center.
8. A full-time lab assistant will be hired due to the ending of the grant.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. Continue with objectives 1, 3, 4, 5, and 6 from the 1992-93 listing.
2. Maintain quality of service as it meets the needs of the students.

THE LEARNING CENTER

1995 - 1996 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
3. Sixty percent of all PCC graduates will have utilized the services of the center.	
4. Seventy-five of all programs and 50 percent of all courses will be impacted by the services offered through The Learning Center.	

TECHNOLOGY AND TRADES DIVISION

VISION STATEMENT: To provide leadership that encourages the faculty to function as team players in providing quality educational excellence to their students that are necessary to obtain gainful employment in today's ever-changing job market.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Continue to utilize the recruitment, retention, and placement strategies that were implemented in 1989-90.	100%
2.	Utilize the marketing plans implemented in 1989-90	100%
3.	Continue to recruit non-traditional students into the Division's Programs of Study.	100%
4.	Counsel students and refer them to tutors, if needed, when having early-identified those needing this service.	100%
5.	Provide Professional Staff Development activities to all Division staff.	50%
6.	Place, minimally, two Divisional staff into business/industry training to upgrade their technical skills.	100%
7.	Review curriculum with industry to insure relevance to their needs.	67%
8.	Implement a computerized insurance estimating course in Auto Body Repair.	0%
9.	Complete phases two and three of the FATS in Criminal Justice.	Not Tech Division
10.	Study the feasibility of implementing the AAS degree in Computer Graphics Technology and a cooperative venture among Drafting, Business and Office, and Computer Information Technology.	Not Tech Division
11.	Investigate the feasibility of implementing a Quality Control Option in Machining Technology.	60%

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Develop articulation agreements between the main campus and Southwest Center in Cortez with Automotive Technology and Welding.	

TECHNOLOGY AND TRADES DIVISION

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

2. Complete articulation agreement in Drafting Technology with the four local high schools and Pueblo County High School.
3. Continue to increase student enrollment of the AVC student by 25 percent into postsecondary Technology and Trades program.
4. Promote Technology and Trades by integrating secondary and postsecondary students in similar classes in two programs.
5. Review program curriculum of two programs. Do a task analysis to determine competencies to be taught at each level of secondary and postsecondary. Develop sequential training in each program.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. Strengthen enrollments in Automotive Technology program by 50 percent over 1991 - 1992.
2. Add two new programs in the Division.
3. Expand Media Technician program to include AAS degree.
4. Continue to place 90 percent of Criminal Justice students in corrections occupations.
5. Review curriculum of two programs to determine if they meet the needs of business and industry.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. Continue to utilize the recruitment, retention, and placement strategies that were implemented in 1989-90.
2. Continue to recruit nontraditional students into the division's programs of study.
3. Provide professional staff development activities to all division staff.

TECHNOLOGY AND TRADES DIVISION

1995 - 1996 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
4. Place, minimally, two divisional staff into business/industry training to upgrade their technical skills.	
5. Review curriculum with industry to ensure relevance to their needs.	

AUTOMOTIVE BODY REPAIR

VISION STATEMENT: To provide the student with theory, practical knowledge, and experience necessary to develop a degree of skill that will make the student employable.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To work on enrollment so it will meet Hegis by Fall 1990.	85%
2. To develop open-entry/open-exit course in ABR 130, 131, 132, 133, 134, 135, 230, 231, 232, 233, 234, 235.	75%
3. To work on curriculum so that it meets industry requirements.	75%

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Implement scantron type testing option.	
2. Implement updated computer assisted curriculum.	
3. Add four units of instructional material in Auto Body industrial applications.	
4. Add information gained from Title III, Activity IV to the current curriculum.	
5. Obtain a computer and printer for the Auto Body program.	
6. Obtain two portable VCR/TV combination sets for self-paced Auto Body Repair.	
7. Obtain additional lab space for vehicle preparation and detailing.	
8. Develop a portfolio assessment.	
9. Conduct a student and employer survey to measure satisfaction with knowledge and skills gained.	
10. Integrate basic skills and critical thinking into weekly job sheets.	

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Begin cross training students in Automotive Technology and Welding.	

AUTOMOTIVE BODY REPAIR

1992 - 1993 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
2. Gain approval of articulation agreements with Warren Occupational Tech Center and other vocational schools.	
3. Develop an articulation agreement with U.S.C. to accept credit in the Auto Parts Service Merchandising program.	
4. Add a class in Auto Body student teaching (practicum).	

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Increase enrollment through articulation by 25 percent.	
2. Offer four-year degree option through articulation with U.S.C.	

AUTOMOTIVE TECHNOLOGY

VISION STATEMENT: To provide an educational environment compatible with the automotive technology of the 90's and with employer expectations.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To review and update a course syllabi which would depend upon industry advancement, training material available, and my update training.	50%
2. To attend 16 hours of update clinics and/or service schooling by the end of spring semester.	100%
3. To review one computer software package for possible program adoption, if available, by the end of the spring semester.	100%
4. To visit an institution of higher learning through continued participation on North Central Evaluation teams. North Central makes team assignments and chooses the school.	100%
5. To engage in 16 hours of recruitment effort by the end of spring semester.	0%
6. To participate in a Title III, Activity IV occupational experience for one semester by spring semester.	0%

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Recruit ten postsecondary students from secondary program.	
2. Evaluate and update curriculum for AUT 131 and 132.	
3. Increase enrollment by 25 percent from outside PCC sources.	
4. Evaluate equipment needs of lab classes.	
5. Update the articulation agreement between secondary and postsecondary.	

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Develop and articulation agreement between postsecondary and U.S.C. Auto Parts Service Merchandising program.	

AUTOMOTIVE TECHNOLOGY

1992 - 1993 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
2. Organize a student organization.	

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Review and update all course syllabi by the spring semester.	
2. Attend 16 hours of update clinics and/or service schooling.	
3. Review a computer software for possible program update.	

COSMETOLOGY

VISION STATEMENT: To provide division and department with support that will assist the institution in growing and continuing quality educational and community services.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To revise lab schedules to utilize, to the fullest, a lab for postsecondary students.	0%
2. To expand our Advisory Committee to include concerned consumers as well as students and people in our profession.	0%
3. To develop body massage course to be added to the present curriculum.	0%
4. To enroll in two classes for credential renewal to be completed by June 1991.	0%

PROGRAM NO LONGER OFFERED.

CRIMINAL JUSTICE

VISION STATEMENT: To provide education and training to pre-service and in-service students that will enable them to become change agents in the criminal justice field and enhance the level of professionalism throughout the system.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To establish a one-year Criminal Justice Certificate Program that will meet pre-employment needs of the Colorado Department of Corrections (DOC).	100%
2. To obtain agreement with all other Colorado Community Colleges for the adoption and provision of the above one-year CRJ Certificate Program. Such a commonality of certificate curriculum will allow DOC to establish state-wide pre-employment standards.	75%
3. To establish a Criminal Justice articulation agreement with Metropolitan State College and the provision of upper-level Metro State offerings on the Canon City campus that will allow PCC CRJ AAS graduates to enter rapidly into a CRJ baccalaureate program. This objective includes the completion of a needs assessment in the PCC service area.	100%
4. To complete Phase II of the FATS program.	100%
5. To complete a CRJ staff needs assessment and make recommendations accordingly.	100%

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Review and update all existing criminal justice syllabi that are not current.	
2. Implement a criminal justice articulation agreement with Metropolitan State College and the Provision of upper-level Metro State offerings on the Canon City campus that will allow AAS students to enter rapidly into a CRJ baccalaureate program.	
3. Meet the requirements of the CRJ accountability plan.	
4. Establish corrections oriented student clubs/organizations on the Pueblo and Canon City campuses.	

CRIMINAL JUSTICE

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

5. Establish a structured orientation/training program for all CRJ adjunct faculty to implement critical thinking and ethics concepts and methodologies in all CRJ curricula.
6. Fully implement a POST certified Police Academy on the Pueblo campus.
7. To complete Phase III and IV of the FATS program.
8. Complete an agreement with the Federal Bureau of Prisons for the provisions of pre- and in-service training programs.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. Establish an agreement with UCCS for the provision of on-site courses leading to a Masters of Public Administration and/or Criminal Justice on the Canon City campus.
2. Complete an in-depth assessment of the CRJ core curriculum in light of the Federal Bureau of Prisons needs and make necessary recommendations for change.
3. Complete and implement state-wide numbering and naming of course in conjunction with all other Colorado Community Colleges.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. Complete feasibility study in conjunction with the Colorado Division of Youth Services for the provision of a Juvenile Area of Emphasis in the CRJ AAS degree program. Design and implement such a program as the needs assessment is positive.
2. Expand the Criminal Justice AAS degree program in the Southwest Center by at least 75 percent of the 1990-91 Southwest Center CRJ FTE statistics.
3. Establish criteria and structure for state certification of Correctional Officers.

CRIMINAL JUSTICE

1995 - 1996 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
4. Develop CRJ Computer Based Instructional programs for nontraditional students. Implement delivery methodology for the Cortez/Durango and Pueblo/Canon City service areas.	

CRIMINAL JUSTICE ACADEMY

VISION STATEMENT: To promote the Criminal Justice Academy of Pueblo Community College as a quality resource for corrections and law enforcement training for related agencies in the state of Colorado, and to develop and implement training programs to meet the changing needs and technological demands of agencies in national and international environments.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Exhibitor/Trainer -- American Probation and Parole Association, Reno, Nevada -- August, 1990.	100%
2.	Exhibitor/Trainer -- American Probation and Parole Association, Atlanta, Georgia -- July, 1990.	All set up Waiting for dates
3.	Exhibitor/Trainer -- Colorado Corrections Association, Vail, Colorado -- November, 1990.	100%
4.	Exhibitor/Trainer -- Western Corrections Association, Jackson Hole, Wyoming -- September, 1991.	All set up Waiting for dates
5.	Safety Considerations/Drug Abusers -- World Conference on Drugs and Society -- Montreal, Canada -- September, 1991.	-0-
6.	Continue to train staff of the Division of Youth Services, State of Colorado as per contract for the next three to five years.	90%
7.	Complete training of trainers for Maricopa County Probation Department, Phoenix, Arizona.	100%
8.	Provide security audit and training of trainers for Harris County Adult Probation, Houston, Texas.	100%
9.	Follow-up training inquiries in Texas, Mass., Oregon, Alaska, Nebraska, Wyoming, Florida, Nevada, and Pennsylvania.	75%
10.	Follow-up inquiries from the National Institute of Corrections to provide training of trainers through their Academy.	100%

CRIMINAL JUSTICE ACADEMY

	1990 - 1991 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
11.	Work with training division of D.O.C. in training plan process.	85%
12.	Provide Zenger-Miller management training as per agreements.	70%
13.	Negotiate additional training as needed.	100%
14.	Work through training consortium to develop training and curriculum.	100%
15.	Tour training program at Glenco, GA, and develop training in allied areas to support local facility.	70%
16.	Continue planning support by analyzing job descriptions and providing needs assessments.	40% Continuing project through 1994
17.	Present seminars as dictated through needs assessments and input from the Advisory Committee.	80%
18.	Increase F.A.T.S. programs in our catchment area.	80%
19.	Continue to work with C.L.E.T.A. to provide workshops in this area.	70%
20.	Provide a Police Academy in Canon City.	0%

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Develop and implement training for the Department of Corrections that will continue to enhance quality of job performance by increasing classroom hours of instruction for management, line staff, and support staff.	
2.	Provide staff safety training to the Division of Youth Services that will continue to reduce the incidence of violence in their facilities.	
3.	Develop and implement training curriculum for the Federal Bureau of Prisons in keeping with their training needs for the Florence Complex by offering specialized courses and integrating specific material into existing curriculum.	

CRIMINAL JUSTICE ACADEMY

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

4. Promote the Criminal Justice Academy curriculum through exhibition and workshops with Colorado Corrections Association, Western Corrections Association, American Corrections Association, and American Probation/Parole Association.
5. Develop and implement a regional law enforcement academy to provide a pool of certified, well trained personnel for law enforcement agencies.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. Continue serving the long term training needs of the Department of Corrections.
2. Implement at least two law enforcement academies to meet the demands of regional agencies.
3. Increasing marketing of officer safety training and policy development in probation/parole agencies through advertisement at workshops and conference.
4. Develop and implement FATS curriculum specialized for probation/parole.
5. Work closely with the Federal Bureau of Prisons in developing and implementing training for the Florence Complex completion in 1993.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. Continue to meet training demands for the Federal Bureau of Prisons and the Department of Corrections.
2. Provide quality law enforcement academy and in-service training for Southern Colorado.
3. Develop and implement policy development and utilization training for use of advanced technology in corrections and law enforcement.

CRIMINAL JUSTICE ACADEMY

1995 - 1996 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
4. Promote the Criminal Justice Academy as a leader in criminal justice training by continuing to place our programs in a national forum.	

DRAFTING TECHNOLOGY

VISION STATEMENT: To provide the drafting majors and other students the opportunity to gain the skills to secure a position in their chosen field at a job entry level.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To increase alternate delivery courses open-entry/open- exit by spring semester as follows:	
DRT 143 Survey Drafting DRT 144 Advanced Survey Drafting DRT 236 Electronic Drafting DRT 245 CAD 1 DRT 246 CAD 2	75%
2. To develop CO-OP programs between the Industrial Manufacturing Department and companies at the Industrial Park by spring semester.	25%
3. To participate in the Title III, Activity IV Program during summer semester.	100%

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Complete articulation efforts with USC in the area of Civil Technology.	
2. Complete articulation with area high schools to allow incoming freshmen in Civil Technology and Manufacturing Technology more credits.	
3. Expand the integration of CAD into Desktop Publishing.	
4. Continue recruitment efforts to build program enrollment by 20 percent.	
5. Provide closer coordination of course objectives between main campus and DOC program.	
6. Upgrade at least half (5) of the computers to operate VERSACAD. Begin moving training of DRT 245 and 246 from CADVance to VERSACAD (DOC program).	

DRAFTING TECHNOLOGY

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Obtain more up-to-date surveying equipment to include total stations.	
2. Hire another full-time instructor to accommodate the increased enrollment and replace the four part-time instructors.	
3. Offer selected courses on an eight-week basis to allow more part-time students to attend and complete.	
4. Upgrade course curriculum to an acceptable competency based format.	
5. Expand CAD lab facilities by remodeling or moving in order to ease space problem.	
6. Upgrade remaining machines for VERSACAD (DOC program).	
7. Continue course design to permit open entry/open exit (DOC program).	
8. Upgrade program to AAS in Civil Technology.	

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Upgrade the five IBM Model 30 computers in the CAD lab to 80386 based systems.	
2. Network CAD systems in the drafting lab with machine shop to produce a CIM (Computer Integrated Manufacturing) system.	
3. Offer a third degree option in Electronic Engineering Technology.	
4. Obtain funding to replace computer systems (DOC program).	

ELECTRONICS TECHNOLOGY

VISION STATEMENT: To maintain and improve the departments regional and national reputation for thorough training in the field of Electronics.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	To improve skills in computer applications for classroom instructors, i.e., grade books and test preparation.	75%
2.	To review all syllabi and focus on departmental goals in all areas with advisory committee.	60%
3.	Develop a proposal for Heavy Industry Technology as a possible degree that would be identified with additional research into recent requests from companies in the service area.	100%

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Develop a Robotics Technology course for Industrial Applications.	
2.	Review advisory committee membership and attempt to comply with all guidelines specified by the institution as to minority membership.	
3.	Develop an articulation agreement with the new PC program in AVC.	
4.	Develop a more comprehensive PC Servicing course for the college program.	

	1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Develop an overall method of coordinating the curriculum content between the industry related courses being offered.	
2.	Continue refinement of competency based instruction in all courses.	

	1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Expand emphasis on computer interfacing communications (networking).	

ELECTRONICS TECHNOLOGY

1995 - 1996 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
2. Upgrade all computer systems purchased before FY 1992.	
3. Refine degree offerings and consider offering two separate degree options.	

MACHINING TECHNOLOGY

VISION STATEMENT: To prepare students in required job entry level skills that are necessary to obtain gainful employment in the machine trades industry.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To renew instructor credential and CDE type "B" teaching certificate by taking an approved CSU, UNC, ASC, or WSC course by January, 1991.	100%
2. To implement a cooperative educational component of Machining Technology by December, 1990.	0%

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To update membership on the advisory committee and to promote and implement activities which improve and enhance the machining program.	
2. To update two machines in the laboratory with use of the Carl Perkins dollars.	
3. To work with Customized Training and local businesses and industry for continued enrollment and improvement.	
4. To increase enrollment by 5 percent by active recruitment in the industrial setting.	
5. To develop a plan to restructure the program to support the recommendations of the Colorado Articulation Steering Team (CAST) by January 1, 1992.	
6. To revise and update all curriculum by March 1, 1992.	
7. To obtain approval for an AAS degree option in Machine maintenance and repair.	

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To have three new computer workstations available for CNC programming training support.	
2. To increase industry-sponsored training by 100 percent over 1991-92 totals.	

MACHINING TECHNOLOGY

1992 - 1993 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

3. To implement new course structure to support CAST recommendations.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. To implement the use of a locally produced computer-based modular text to replace present text books.
2. To purchase computer integrated manufacturing simulation software through industrial and civic donations.
3. To increase enrollment 25 percent above 1991-92 totals.

MEDIA TECHNICIAN PROGRAM

VISION STATEMENT: To provide the Media Technician students the education and training that will allow them to have the skills necessary to secure a position at a job entry level in media.

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Design, purchase, and install video production studio to include studio lighting system and control room cabinets.	
2. Develop volunteer program with KTSC-TV to allow students to obtain hands on on-the-job experiences.	
3. Develop additional course syllabi for Media Technician Program summer session.	
4. Place special emphasis on recruitment and advisement in order to build program enrollment.	

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To write additional course syllabi for Media Technician Program in order to provide a more complete student education in profession.	
2. To offer Media Technician Program as an Associate of Applied Science degree.	
3. Design and offer AAS degree curriculum for campus site and Fremont Correctional Facility.	
4. Begin development of a radio and film course curriculum in order to provide a full educational basis of instruction for Southern Colorado students.	
5. Increase student enrollment to the point of adding one additional instructor.	
6. Attend the National Association of Broadcasters convention.	

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED

MEDIA TECHNICIAN PROGRAM

1995 - 1996 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
2. Create a national association of two-year colleges which have media or broadcast programs in order to better serve student bodies around the nation.	
3. Create a Video/Film Festival for students from all colleges and universities from throughout the country to be held annually here on campus.	

REFRIGERATION AND AIR CONDITIONING

VISION STATEMENT: To provide the training necessary for job preparation, human development, and job seeking skills.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To choose a class with the help of the local administrator for credential renewal for fall 1990.	100%
2. To learn to produce computer-aided instruction by May, 1991.	0%
3. To repaint lab as recommended during 1990-1991 school year.	0%
4. To replace capital equipment as funds and donations allow by May, 1991.	0%

PROGRAM NO LONGER OFFERED

WELDING

VISION STATEMENT: To provide an up-to-date curriculum and lab to train machining students and provide the opportunity to gain the skills to enter the job market in their chosen field.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To increase the related enrollment from 10 to 15 percent per year reflecting the certificate and the Associate of Applied Science bound students.	95%
2. To increase the input of industries help in regards to new welding procedures and equipment.	100%

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Relocate metal inert gas welding machines to Lab 153 to eliminate congestion in current lab.	
2. Have fabrication shop in full production in room-153.	
3. Continue to initiate changes in curriculum to meet industry demands.	
4. Update equipment in the plasma arc cutting process.	
5. Develop intense methods of recruitment in both secondary and postsecondary programs.	
6. Construct a career awareness program involving secondary counselors in the public school system.	
7. Continue to promote the 2 + 2 program.	

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Work together with the Southeast Metro Planning Consortium in the first phase of a project which eventually will lead to statewide 2 + 2 secondary/postsecondary articulation in vocational education.	
2. Add to the curriculum more pipe welding in order to industries demands.	

WELDING

1992 - 1993 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
3. Have in place the ability to access math and blueprint reading and critical thinking skills through portfolios.	
4. Have in place student and employers surveys used to determine satisfaction with student knowledge and skills.	

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Continue to update the plasma arc welding and cutting process.	
2. Determine from industry through employer surveys how students are performing with the welding skills learned at PCC.	

AREA VOCATIONAL CENTER

VISION STATEMENT: To provide leadership that encourages the faculty to function as team players in providing quality educational excellence to their students that are necessary to obtain gainful employment in today's ever-changing job market.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Review the curriculum of Secondary Programs and modify to meet the needs of business and industry.	75%
2.	Open lines of communication with high school counseling deans to increase enrollment in existing programs.	100%

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Conduct program reviews in Building Construction, Auto Body, and Welding programs.	
2.	Renew Program Approval Part II in Dental Assisting and Health Occupations.	
3.	Implement new programs in Computer Service Technician and Auto Parts Merchandising.	
4.	Identify type and amount of time spent in each program teaching basic skills.	
5.	Conduct meeting with appropriate department heads at each home high school to formalize plans to receive academic credit for basic skills identified in #4.	
6.	Formalize articulation agreements that have been agreed upon at PCC.	
7.	Work with CAST so that we can extend our PCC articulation plan to include other community colleges throughout the state.	
8.	Continue to upgrade and implement ideas to improve the marketing plan.	
9.	Make recruitment and retention a major priority.	
10.	Continue to review, modify, and upgrade programs to meet the needs of students, business, and industry.	

AREA VOCATIONAL CENTER

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. Conduct needs survey to develop new programs -- possibly in Criminal Justice, Tourism and Travel, Media Specialist, Nanny, and/or Aircraft Maintenance.
2. Implement plans that effectively allow vocational education to fit into the restructuring of local high schools.
3. Update advisory committees to improve non-traditional memberships as well as linkages with business and industry.
4. Conduct program reviews in Health Occupations and Dental Assisting.
5. Initiate team teaching with postsecondary vocational instructors.
6. Support and encourage joint advisory committee memberships within similar postsecondary programs.
7. Renew Program Approval Part II in Building Construction and Auto Body Painting and Refinishing Programs.
8. Conduct program reviews in Principles of Technology, Machine Tool Technology, and Food Service. (1994)
9. Upgrade equipment where financially feasible.
10. Award at least .5 academic credit for one or more basic skills in all AVC programs.
11. Renew Program Approval Part II in Principles of Technology. (1994)

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. Make program upgrading ongoing so that AVC programs are state-of-the-art in curriculum and equipment.
2. Encourage and support faculty to return to work in industry for credits toward their vocational credential.
3. Continue to look at feasibility of new programs to meet the changing demands of students, business, and industry.

AREA VOCATIONAL CENTER
AUTOMOTIVE BODY REPAIR

VISION STATEMENT: To provide the student with theory, practical knowledge, and experience necessary to develop a degree of skill that will make the student employable.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Phase in computer assisted Auto Body repair curriculum (computerized tests).	100%
2. Include computer assisted auto collision estimating into curriculum.	100%
3. Develop videos of auto body class demonstrations for open-entry/open-exit Auto Body repair (minigrant awarded).	75%
4. Apply for minigrant to develop audio cassette tapes to tutor students.	100%
5. Become certified instructors for automobile plastics repair through the interindustry conference on auto collision repair.	100%
6. Teach the I-car auto body plastics repair course to students from industry.	0%
7. Attend workshop on safety and EPA regulations.	100%
8. Comply with all OSHA and EPA safety regulations.	100%
9. Invite minorities and nontraditional to participate in our advisory committee.	100%

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Implement scantron type testing option.	
2. Implement updated computer assisted curriculum.	
3. Add four units of instructional material in Auto Body industrial applications.	
4. Add information gained from Title III, Activity IV to the current curriculum.	

AREA VOCATIONAL CENTER
AUTO BODY REPAIR

1991 - 1992 MAJOR OBJECTIONS (Cont')	PERCENT COMPLETED
5. Obtain a computer and printer for the Auto Body program.	
6. Obtain two portable VCR/TV combination sets for self-paced Auto Body Repair.	
7. Obtain additional lab space for vehicle preparation and detailing.	
8. Develop a portfolio assessment.	
9. Conduct a student employer survey serving to measure satisfaction with knowledge and skills gained.	
10. Integrate basic skills and critical thinking into weekly job sheets.	

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Begin cross-training students in Automotive Technology and Welding.	
2. Gain approval of articulation agreements with Warren Occupational Tech Center and other vocational schools.	

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Increase enrollment through articulation by 25 percent.	
2. Offer four-year degree option through articulation with USC.	

AREA VOCATIONAL CENTER
AUTOMOTIVE MECHANICS I

VISION STATEMENT: To provide the student with theory, practical knowledge, and experience necessary to develop a degree of skill that will make the student employable.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Update the articulation agreement between secondary and postsecondary using the core curriculum.	0%
2. Move into new shop and build tool room and storage areas.	100%

PROGRAM NO LONGER OFFERED

AREA VOCATIONAL CENTER
AUTOMOTIVE MECHANICS II

VISION STATEMENT: To provide the student with theory, practical knowledge, and experience necessary to develop a degree of skill that will make the student employable.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	To evaluate curriculum and purchase new textbooks.	100%
2.	To create individual learning modules with the use of video tapes.	50%
3.	To set up a permanent TV-Video player in the classroom for use at any time.	0%
4.	To develop a class project that would be ongoing from year to year.	0%
5.	To involve students in a community oriented project.	0%
6.	To expose students to more "real world" activities through field trips and visitation programs.	50%
7.	To establish a Secondary, Post Secondary student organization.	0%

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	To evaluate curriculum and purchase new textbooks.	
2.	To create individual learning modules with the use of video tapes.	
3.	To set up a permanent TV-Video player in the classroom for use at any time.	
4.	To develop a class project that would be ongoing from year to year.	
5.	To involve students in a community-oriented project.	
6.	To expose students to more "real world" activities through field trips and visitation programs.	
7.	To establish a secondary, postsecondary student organization.	

PROGRAM NO LONGER OFFERED

AREA VOCATIONAL CENTER
AUTO PARTS MERCHANDISING

VISION STATEMENT: To provide the student with theory, practical knowledge, and experience necessary to develop a degree of skill that will make the student employable.

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Have students demonstrate a professional work attitude in the classroom and laboratory setting.	
2. Employ the use of the advisory committee with input to the program of learning and updating of program.	
3. Identify attendance problems early on and provide a deterrent to absenteeism.	
4. Operate the lab portions of training in a more professional regimented manner.	
5. Develop the 2 + 2 concept between the secondary and postsecondary auto mechanic program.	
6. Promote postsecondary programs as a natural progression to learning.	
7. Attend more industry seminars and update training sessions.	

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Integrate secondary and postsecondary students in some forms of training.	
2. Provide more self-paced individual learning modules.	
3. Offer optional classes for students in areas such as high performance engines and performance chassis modifications.	
4. Achieve more public recognition of our programs.	
5. Have all auto courtyard labs more uniform in operation and appearance.	

AREA VOCATIONAL CENTER
AUTO PARTS MERCHANDISING

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. To evaluate curriculum and purchase new textbooks.
2. To create individual learning modules with the use of video tapes.
3. To set up a permanent TV-Video player in the classroom for use at any time.
4. To develop a class project that would be ongoing from year to year.
5. To involve students in a community oriented project.
6. To expose students to more "real world" activities through field trips and visitation programs.
7. To establish a secondary, postsecondary student organization.

AREA VOCATIONAL CENTER
COMPUTER SERVICE TECHNICIAN

VISION STATEMENT: To provide students with the opportunity to gain skills and knowledge needed to be employable as a computer repair person.

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Develop and write competency based objectives.	
2. Purchase training equipment for laboratory use.	
3. Purchase textbooks and student workbooks.	
4. Obtain students evaluation of their program.	

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Reevaluate the program and reassess objectives of the program.	
2. Obtain training equipment based on needs determined by reassessment.	
3. Obtain student evaluation of program.	

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Do an annual program assessment.	
2. Evaluate training equipment and its relevancy to the program.	
3. Obtain student evaluation of program.	

AREA VOCATIONAL CENTER
CONSTRUCTION TRADES TECHNOLOGY

VISION STATEMENT: To provide the knowledge and skills necessary for student to enter and to advance in the building construction trade and related areas.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. A real emphasis on student recruitment. Visitation to the area high schools, time permitting. A personal contact with parents or guardians of area high school students.	100%
2. A commitment to find carpentry projects in the Pueblo community. Personally contacting senior citizen organizations in the area such as neighborhood housing projects, soup kitchen, schools for carpentry projects.	100%
3. To establish a system of available transportation of students for class projects. Available sources would be senior citizen groups, school districts, and PCC.	N/A
4. To develop day and evening classes for carpentry, cabinet-making, and house remodeling. These classes would be geared toward the adult community.	N/A

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Establish a strong binding relationship with the construction industry by: a. selecting a strong and supporting advisory committee for the program. b. identifying actual manpower need within the construction industry for AVC Building Trades students. c. revising the program curriculum to satisfy the identified needs. d. analyzing and implementing the best method(s) for training AVC students. e. discussing the necessity for offering other varied crafts in the program to initiate student interest; that is, masonry, electrical, plumbing, etc.	

AREA VOCATIONAL CENTER
CONSTRUCTION TRADES TECHNOLOGY

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

f. seeking a strong faculty person to teach within the Building Trades program.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. Explore the need for a 2 + 2 educational track for AVC students.
2. Explore the possibility of once again attracting and offering apprenticeship training within the Building Trades crafts on the PCC campus.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. Implement a 2 + 2 approach for AVC students that wish to continue a career within the Building Trades program.
2. Investigate possibilities of reinstating postsecondary instruction in Building Trades.
3. Begin offering continuing education credit classes for those workers wishing to upgrade construction skills or general education.

AREA VOCATIONAL CENTER
COSMETOLOGY

VISION STATEMENT: To provide division and department with support that will assist the institution in growing and continuing quality educational and community services.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Order new textbooks and workbooks.	0%
2.	Develop a plan for computer assisted instruction.	100%
3.	Upgrade curriculum where needed.	100%
4.	Request the assistance of the Advisory Board to set up style shows and workshops.	0%

PROGRAM NO LONGER OFFERRED

AREA VOCATIONAL CENTER
DENTAL ASSISTANT

VISION STATEMENT: To prepare students for entry level employment as a Dental Assistant and to educate students to practice to the full extent of the Dental Practice Law of Colorado.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Develop a learning packet to incorporate a worksheet for burs and lab handpieces by 8/90.	100%
2. Update any test questions by 9/90, to reflect changes during 89-90.	100%
3. Enroll and attend classes to pursue BA Degree.	100%
4. Utilize advisory committee (during 1st semester) in the classroom.	100%

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Pursue an advantageous community project for students to replace Ortho Screenings (discontinued).	
2. Work on increasing enrollment for 1992-93.	
3. Continue personal education goals.	
4. Revise and renew VE 120b (exp 7/92).	
5. Attend Dental midwinter conference in Denver with all students as participants.	

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Continue or complete personal education goal.	
2. Work toward transfer credit to DHP.	
3. Renew Colorado teaching certificate and vocational credential 6/94.	

AREA VOCATIONAL CENTER
DENTAL ASSISTANT

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Research entry/exit secondary program instruction and its feasibility.	
2. Seek financial support for HOSA (Health Occupation Students of America), our student organization.	

AREA VOCATIONAL CENTER
ELECTRONIC TECHNOLOGY I & II

VISION STATEMENT: To provide quality electronic training and projecting the needs of the future.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Upgrade some of the older test equipment: a. Analog volt ohm meter b. Digital volt ohm meter c. Power supplies d. Sine-square wave generators	80%
2. Upgrade basic text books (present books purchased in 1985).	0%

PROGRAM NO LONGER OFFERED

AREA VOCATIONAL CENTER
FOOD MANAGEMENT, PRODUCTION, AND SERVICE

VISION STATEMENT: To provide a food service instructional program that has quality personnel, materials, and equipment and that enables students to have an outstanding food service educational experience.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	To meet with the Food Service Advisory Committee three times during the School Year.	100%
2.	To maintain an active HERO Club.	100%
3.	To participate in the State HERO Leadership Conference.	100%
4.	To maintain an active membership in FSIC.	100%
5.	To maintain an active membership in the Pueblo Chapter of the Colorado Restaurant Association.	100%
6.	To maintain an active membership in the Pikes Peak Chapter of the Chefs de Cuisine.	100%
7.	To attend inservice training provided by CCCOES.	100%
8.	To attend the CCCOES sponsored summer conference at Colorado State University - August, 1990.	100%
9.	To revise the bylaws of the Advisory Committee and develop a new "Program of Work" for the year.	100%
10.	To submit suggestions regarding remodeling of the Cafeteria at the College Center.	100%

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Meet with the Food Service Advisory Committee three times during the school year.	
2.	Maintain an active HERO club.	
3.	Participate in the HERO state leadership conference.	
4.	Maintain an active membership in FSIC (Food Service Instructors of Colorado).	
5.	Maintain an active membership in the Pueblo Chapter of the Colorado Restaurant Association.	

AREA VOCATIONAL CENTER
FOOD MANAGEMENT, PRODUCTION, AND SERVICE

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

6. Maintain an active membership in the Pikes Peak Chapter of the Chef's de Cuisine.
7. Attend training provided by California Culinary Academy through FSIC.
8. Visit three high school Home Economics classes to market the Food Service Program.
9. Revise the bylaws of the Advisory Committee.
10. Increase enrollment in the first year program by at least 20 percent.
11. Participate in the AVC committee work which investigates the integration of academic skills into our vocational curriculum.
12. Participate in the planning process for the renovation of the Food Service facility.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. Meet with the Food Service Advisory Committee three times during the school year.
2. Maintain an active HERO club.
3. Participate in the HERO state leadership conference.
4. Maintain an active membership in FSIC (Food Service Instructors of Colorado).
5. Maintain an active membership in the Pike's Peak Chapter of the Chef's de Cuisine.
6. Maintain an active membership in the Pueblo Chapter of the Colorado Restaurant Association.
7. Attend training provided by CCCOES.
8. Develop a list of three qualified part-time of substitute instructors.

AREA VOCATIONAL CENTER
FOOD MANAGEMENT, PRODUCTION, AND SERVICE

1992 - 1993 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
9. Initiate an industry visitation unit in our first year curriculum.	
10. Develop and implement a follow-up procedure for students placed in the industry upon completion of their AVC training.	

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Maintain professional affiliations with the Restaurant Association, Chef's de Cuisine and FSIC.	
2. Integrate computer application skills into the second year curriculum.	
3. Involve members of the Advisory Committee in curriculum revision.	
4. Develop articulation agreements between the AVC Food Service Program and two postsecondary institutions, other than PCC.	
5. Develop a list of qualified guest speakers from the industry.	
6. Have at least one instructor qualified to instruct students in computer usage.	

AREA VOCATIONAL CENTER
HEALTH OCCUPATIONS

VISION STATEMENT: To provide students with the opportunity to gain the skills and knowledge needed to supply quality health care to future clients and patients.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Update filmstrips and/or purchase interactive videos.	0%
2.	Build on implementation of basic skills into the curriculum that was started last school year.	100%
3.	Investigate plan for better utilization of lab space in the health building.	100%
4.	Complete revisions of second semester curriculum, textbooks, tests, and evaluations for all spin-off's and upgrade where needed.	70%

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Continue to work on marketing plan for use whenever possible.	
2.	Develop a plan for workable individualized instruction in the second semester.	
3.	Improve membership and financial needs of student organization. (HOSA)	
4.	Develop a plan to rearrange clinical hours and class time for better utilization of time and resources.	
5.	Implement cooperative learning techniques into program.	
6.	Make application for .5 science credit from all local high schools.	
7.	Improve/upgrade articulation agreements with nursing.	
8.	Develop articulation plan with Physical Therapy Assistant program.	

AREA VOCATIONAL CENTER
HEALTH OCCUPATIONS

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

9. Begin process to put all tests on a computer program (Microtest) so that tests can be easily reviewed and revised.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. Investigate possibilities for other second semester spin-offs, ie., optometry aide, opticianary aide, and/or nanny trainee.
2. Upgrade second semester curriculum as needed.
3. Develop more gaming techniques for use in class.
4. Investigate financially feasible methods of teaching medical terminology.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. Investigate methods to implement open-entry/exit for core portion of program.
2. Develop individualized modules for each anatomy unit with hands on activities and computer assisted instruction.

AREA VOCATIONAL CENTER
MACHINING TECHNOLOGY

VISION STATEMENT: To prepare students in required job entry level skills that are necessary to obtain gainful employment in the machine trades industry.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	To renew instructor credential and CDE type "B" teaching certificate by taking an approved CSU, UNC, ASC, or WSC course by January, 1991.	100%
2.	To implement a cooperative educational component of Machining Technology by December, 1990.	0%

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Update membership on the advisory committee.	
2.	Promote and implement activities which improve and enhance the machining program.	
3.	Update two machines in the laboratory with use of the Carl Perkins dollars.	
4.	Increase enrollment by 10 percent by active recruitment in the secondary schools.	
5.	Develop a plan to restructure the program to support the recommendations of the Colorado Articulation Steering Team (CAST) by January 1, 1992.	
6.	Revise and update all curriculum by March 1, 1992.	

	1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Have three new computer workstations available for CNC programming training support.	
2.	Implement new course structure to support CAST recommendations.	

AREA VOCATIONAL CENTER
MACHINING TECHNOLOGY

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Implement the use of a locally produced computer-based modular text to replace present textbooks.	
2. Purchase computer integrated manufacturing simulation software through industrial and civic donations.	
3. Increase enrollment 25 percent above 1991-92 totals.	

AREA VOCATIONAL CENTER
PRINCIPLES OF TECHNOLOGY
(FORMERLY TECHNOLOGY 2000)

VISION STATEMENT: To provide students with a course of instruction that organizes technical principles in such a manner as to make them readily understood and applicable in different technologies.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Seek greater involvement of the Tech 2000 Advisory Committee with students of the Technology 2000.	60%
2.	Implement plans for development of a Technology Learning Center to the level of available funding from grants and other sources.	10%
3.	Initiate conversion of Technology 2000 from a "lock-up" delivery mode to an "open entry/open exit, self-paced" delivery mode.	20%
4.	Design, develop, and produce a minimum of 10-15 minute video lectures on Principles of Technology and math involved in Technology 2000.	0%
5.	Seek the use of AT-151 (Learning Center) for the Technology Learning Lab and Technology 2000 once the new building is occupied.	100%
6.	Conduct research as to acceptability of Technology 2000 as science and/or math credit by colleges and universities.	40%
7.	Formalize an articulation agreement between AVC and PCC for science credit of Technology 2000 for Physics 106/107.	50%
8.	Develop closer cooperation between Technology 2000 and the machine, welding, and electronics AVC programs with a view of a cooperative year two Technology 2000 course.	5%
9.	Complete plans for expansion of Technology 2000 from a one-year program to a two-year program.	60%

AREA VOCATIONAL CENTER
PRINCIPLES OF TECHNOLOGY

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Implement name change of the Technology 2000 program to Principles of Technology based upon research of transcript acceptability at state colleges and universities.	
2. Continue with the development of a Technology Learning Center.	
3. Design, develop, and produce a fifteen-minute video lecture for use in the Technology Learning Center on Principles of Technology and math involved Technology 2000.	
4. Complete expansion plans of Principles of Technology from one-year to two-year program.	
5. Initiate a "mentor" program that places a Principles of Technology student with a technician or engineer at local companies for a minimum of one visit each quarter.	
6. Seek an articulation agreement between PCC and USC concerning acceptability of Technology 2000 (PHY-106/107) as general education science credit.	

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Develop a cooperative education effort in placing second-year Principles of Technology students with local industries on a part-time basis (as in expansion of the "mentor" program) with the view of encouraging students to see a career path involving postsecondary education and employment.	
2. Secure linkage of Principles of Technology via articulation with any new emerging technology courses at PCC for science or math postsecondary credit.	
3. Expand sections of Principles of Technology to both morning and afternoon sections adding at least one more instructor for Principles of Technology.	

AREA VOCATIONAL CENTER
PRINCIPLES OF TECHNOLOGY

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Expand Technology Learning Center to the point that 80-85 percent of all PCC Technology students begin their technical training here.	
2. Link Technology Learning Center with USC and/or CSU Industrial Sciences department as an undergraduate internship site.	
3. Have regular parental involvement with the Technology Learning Center.	

AREA VOCATIONAL CENTER
WELDING

VISION STATEMENT: To provide an up-to-date curriculum and lab to train machining students and provide the opportunity to gain the skills to enter the job market in their chosen field.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Improve enrollment, such as to meet contractual agreements.	85%
2. Maintain desirable maintenance and repair program on all tools and equipment which pertain to the Welding program.	100%

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Increase the related enrollment from 10 to 12 percent per year reflecting the certificate and the Associate of Applied Science bound students.	
2. Increase the input of industries in regard to new welding procedures and equipment.	
3. Develop more attractive methods of informing students about the vocational training we offer at the AVC/PCC.	
4. Develop methods of awareness for the middle school (7th, 8th, 9th) students.	

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Relocate Metal Inert Gas welding machines to lab 153 to eliminate congestion in current lab.	
2. Have fabrication shop in full production in room 153.	
3. Continue to initiate changes in curriculum to meet industry demands.	
4. Update equipment in the Plasma Arc cutting process.	
5. Develop intense methods of recruitment in both secondary and postsecondary programs.	
6. Construct a career awareness program involving secondary counselors in the public school system.	

AREA VOCATIONAL CENTER
WELDING

1992 - 1993 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

7. Continue to promote the 2 + 2 program.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. Obtain a budget for the purchase of capital equipment to update lab equipment to meet training needs of industry.
2. Investigate feasibility of increasing the instructional lab facilities by selling old and outdated equipment in the fabrication shop to make room for new equipment.
3. Update the career center in the local high schools to inform students about the need and advantages of our vocational education programs.

EVENING COLLEGE

VISION STATEMENT: To assist and provide administrative, instructional, and student services support to students, faculty, and staff during evening college hours.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
	The academic year will be utilized as a planning and developmental period to:	
1.	Construct an instrument to identify part-time (unduplicated head count) evening/weekend students and implemented fall semester 1991.	100%
2.	Appraise and implement necessary rotational courses that are needed in the AGS, Criminal Justice, Business and Office Technology, Drafting, Electronics, Refrigeration, and Welding programs so part-time students can achieve a Certificate or Degree by taking mostly evening classes.	100%
3.	Assist programs in the preparation and implementation of needs assessments to adequately identify those courses which are needed by part-time students who are in the community work place.	50%
4.	Create a marketing strategy to begin gaining an independent evening college image.	70%
5.	Develop a student questionnaire to appraise the need for additional resource student services for evening students.	70%
6.	Make evening resource services more available to evening students and faculty - through the director's office - by relocating the office to a more accessible and centrally located building on campus.	90%

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Develop a marketing plan in conjunction with the marketing department to attract working and nonworking citizens interested in furthering their education by attending college during the evening hours, and/or on weekends.	

EVENING COLLEGE

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENTAGE COMPLETED

2. Develop a computer program in conjunction with the computer center that will identify all evening college students, as well as all students attending the evening college only.
3. Coordinate the scheduling of evening college classes in the spring semester and the summer terms to assure that most of the classes needed by the evening college students will be available.
4. To increase the evening college enrollment by 10 percent during the spring semester and summer term.
5. Develop a needs assessment instrument to be used in surveying selected businesses in order to determine employees educational needs.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. To achieve a 10 percent increase in evening college and weekend student enrollment.
2. To develop an ongoing marketing plan for the evening college and weekend program.
3. Develop a four-year course rotational schedule for selected programs being offered in the evening or on weekends. This schedule will be developed in conjunction with the deans and department chairpersons.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. Implement and monitor the four-year course schedule developed for the evening college and weekend programs.
2. Identify necessary services needed by evening college and weekend students, services that are not presently available.

CAMPUS SAFETY

VISION STATEMENT: To provide a safe working environment for all Pueblo Community College students, employees, and guests.

1990 - 1991 MAJOR OBJECTIVES		PERCENT COMPLETED
1.	Make inspections of campus facilities and buildings and recommend modifications and improvements to the campus safety committee.	100%
2.	Review, develop, and implement necessary environmental and safety policies and procedures and make them available to all campus employees by way of the campus safety committee.	100%
3.	Develop a hazardous material and waste management plan.	70%
4.	Appraise the technique of hazardous material inventory, storage, and disposal and ensure regulatory compliance of MSDS procedures.	100%
5.	Develop a temporary storage site for hazardous liquid waste.	100%
6.	Arrange in-service training sessions for supervisors required by "Right-To-Know" regulations.	60%
7.	Investigate all safety hazards reported by employees; recommend appropriate corrective action and/or abatement procedure to the campus safety committee.	100%

1991 - 1992 MAJOR OBJECTIVES		PERCENT COMPLETED
1.	Attend a minimum of one seminar, on the subject of hazardous waste and safety.	
2.	Provide in-service training for department chairperson regarding the "Right-to-Know" regulations.	
3.	To make monthly safety inspections of campus facilities.	
4.	To keep the campus safety committee appraised of any existing safety hazards.	
5.	Investigate all reported safety hazards and recommend appropriate corrective action to the campus safety committee.	

CAMPUS SAFETY

1991 - 1992 MAJOR OBJECTIVES (Cont')	PERCENTAGE COMPLETED
6. Develop a process for safe disposal and storage of hazardous waste material.	

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Develop a safety orientation for part-time faculty and new employees.	
2. Continue to upgrade and revise the safety contingency plans.	
3. Provide necessary health and emergency information concerning chemical and toxic waste to all departments.	

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Have in place an ongoing safety abatement program.	
2. Develop a data bank for easy reference to agencies/companies that will store, transport and dispose on-campus hazardous materials.	
3. Research the possibility of developing a campus-wide recycle and recovery plan for paper, glass, plastic, and metal.	

LEARNING RESOURCES CENTER

VISION STATEMENT: To provide access to recorded knowledge and information while introducing users to basic search strategies that may be applied to a class, a job, or ongoing personal development.

1990 - 1991 MAJOR OBJECTIVES			PERCENT COMPLETED
1.	Provide access to state and regional library collections, government documents, and databases through:		
	a.	A public access terminal to the Colorado Alliance of Research Libraries (C.A.R.L.) database.	100%
	b.	A public access catalog to the Pueblo Library District collection.	100%
	c.	Publishing the fourth edition of the *OP Connection* by September 17, 1990.	100%
	d.	Providing training for Access Colorado as is appropriate to the user situation.	N/A
2.	Increase student, faculty, and staff access to information by:		
	a.	Updating one section of the LRC collection by February, 1991.	100%
	b.	Increasing the journal collection by five titles.	0%
	c.	Working with Computer Services to provide a C.A.R.L./VAX connection, spring, 1991.	100%
	d.	Increasing the reference collection by five titles.	100%
	e.	Adding four titles to each curricular collection area.	44%
	f.	Increasing audio visual holdings by 30 titles.	93%
	g.	Expanding journal holdings by 75 microfilm back volumes.	100%
	h.	Publishing the fourth edition of the *Pueblo Community College LRC Audio Visual Catalog* by September 30, 1990.	100%

LEARNING RESOURCES CENTER

1990 - 1991 MAJOR OBJECTIVES (Cont')		PERCENT COMPLETED
	i. Purchasing The Chronicle of Higher Education "What They're Reading on College Campuses" selections.	58%
	j. Converting 500 collection titles to MARC format by June 30, 1991.	NYA
	k. Providing interlibrary loans to patrons as appropriate.	100%
	l. Evaluating 1989/90 journal usage.	100%
	m. Disseminating lists of new book and audio visual purchases periodically.	100%
3.	Promote effective research techniques and strategies by:	
	a. Providing one new faculty and one part-time faculty LRC orientation session during fall orientation week.	100%
	b. Providing one LRC refresher session for continuing faculty during fall orientation week.	100%
	c. Providing on-line search experience for Computer Information Technology students spring, 1991, semester.	100%
	d. Offering students individual and group LRC orientations.	100%
4.	Evaluate existing LRC services.	100%
5.	Have three LRC advisory committee meetings.	100%
6.	Identify new services possible with additional staff, space, and equipment.	
	a. Provide three hours of reference desk service each day.	NYA
7.	Prepare for North Central visit.	100%
8.	Plan for relocation to new LRC facility.	Completed

LEARNING RESOURCES CENTER

1991 - 1992 MAJOR OBJECTIVES PERCENT COMPLETED

1. Provide access to PCC, state, and regional collections
    a. Maintain a public access terminal to the Colorado Alliance of Research Libraries (C.A.R.L.).
    b. Maintain a public access catalog to the Pueblo Library District collection.
    c. Publish user access information for a C.A.R.L./VAX connection for office access to C.A.R.L.
    d. Reclassify 500 collection titles.
    e. Provide interlibrary loans to patrons.
    f. Provide ERIC documents.
    g. Explore cost to subscribe to DIALOG on-line database.
2. Enhance resources of the PCC-LRC collections
    a. Update one section of the LRC collection by March, 1992.
    b. Establish a book and audio visual collection at the Southwest campus.
    c. Work with Fort Lewis College Library Faculty to identify nursing materials available to students and develop a tip sheet that will facilitate students' use of the collection.
    d. Update 20 percent of the PCC collection at Canon City Public Library.
    e. Purchase beginning collection for Early Childhood program.
    f. Purchase beginning collection for Geology course.
    g. Purchase beginning collection for Travel and Tourism program.

LEARNING RESOURCES CENTER

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

- h. Expand the journal collection by purchasing 60 microfilm back volumes.
- i. Add four book titles to each curricular collection area.
- j. Purchase 75 percent of the titles listed in The Chronicle of Higher Education's "What They're Reading on College Campuses."

3. Promote use of LRC resources
   - a. Provide one LRC refresher session for continuing faculty fall 1991.
   - b. Provide LRC tours emphasizing how to use the collection.
   - c. Revise and develop tip sheets as appropriate to highlight collections.
   - d. Publish a complete list of materials purchased with special allocation in 1990-91.
   - e. Periodically publish a New Materials List fall and winter semesters.
   - f. Publish the fifth edition of the Pueblo Community College LRC Audio Visual Catalog by September 30, 1991.
   - g. Publish list of nursing resources for main campus and Southwest.
   - h. Provide evening and weekend LRC access fall and spring semesters.
   - i. Develop handouts providing information on area library services for faculty at the three campuses.
4. Provide on-line database searching experience for Computer Information Technology students spring 1992.

LEARNING RESOURCES CENTER

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

5. Identify instructor for Library Technician audio visual course spring 1992, have instructor develop a course outline and provide a resume.
6. Identify instructor for Library Technician management course summer 1992, have instructor develop a course outline and provide a resume.
7. Continue LRC Advisory Committee Meetings.
8. Support instructional goals and objectives.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. Maintain up-to-date curriculum-oriented collections for the three campuses.
2. Develop a library skills workbook.
3. Hire a reference librarian.
4. Continue reclassification project.
5. Add one public access catalog at the main campus.
6. Plan for new library facility in Canon City.
7. Purchase CD-ROM science program Slice of Life.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. Obtain funding to do a collection conspectus, evaluation, and collection development plan.
2. Complete retrospective conversion project.
3. Evaluate services and identify LRC emphasis for next five years.

OUTREACH STUDIES

VISION STATEMENT: To provide exemplary instructional programs which establish excellence in:

Adult Basic Education designed to assist students to prepare for the GED.

Community Based Learning Centers which enable under-educated, under-employed adults to brush up on their basic skills.

Consumer Home Management which provides education skill building for disadvantaged adults.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Continue to provide quality instruction which will be measured by the Test of Adult Basic Education (TABE) in all Adult Education and Literacy programs.	100%
2.	Expand outreach instructional activities to three (3) additional off-campus sites.	100%
3.	Implement a plan to provide credit course in one community based outreach off-campus site.	100%
4.	Transfer all appropriate outreach studies student records to the VAX.	100%
5.	Continue to provide three (3) professional staff development activities and in-service training to all outreach studies staff by June, 1991.	100%
6.	Expand linkages with local school districts #60 and 70 for the express purpose of offering basic skills/other instructional activities in neighborhood schools.	100%
7.	Increase student enrollment in ABE, CHM, Student Literacy Corps, and Adult Literacy programs by 10 percent.	100%
8.	Increase the GED scholarship fund by 20 percent.	100%
9.	Increase the number of students passing the GED test by 10 percent.	76%

OUTREACH STUDIES

1990 - 1991 MAJOR OBJECTIVES (Cont')		PERCENT COMPLETED
10.	Offer course programs which will provide student knowledge and skill for occupational, intellectual, cultural, social, or personal development.	100%

1991 - 1992 MAJOR OBJECTIVES		PERCENT COMPLETED
1.	To support instructional goals and objectives set by the Vice President of Instruction for AY 1991-99.	
2.	To increase the number of students enrolled in the Adult Basic Education, all community based learning centers by 10 percent.	
3.	To expand Adult Education/Literacy Training and non-credit instruction to include two additional community based sites.	
4.	To implement an advisory committee for the Outreach Studies Division.	
5.	To develop a retention plan for students enrolled in Adult Education/Literacy Training program.	
6.	To increase the GED scholarship fund by 10 percent.	
7.	To increase enrollments of students in EDU-110 Methods in Literacy Tutoring classes by 10 percent.	
8.	To increase student enrollment in the CHM program by 5 percent.	
9.	To strengthen partnerships with local school districts #60 and #70 for the express purpose of offering Adult Education/Literacy Training in neighborhood schools.	
10.	To continue to seek alternate funding for CHM, SLC, and Community based learning centers.	
11.	To increase the number of non-readers and low-level readers served by Student Literacy Corp tutors by 10 percent.	

OUTREACH STUDIES

1992 - 1993 MAJOR OBJECTIVES

PERCENT COMPLETED

1. To support the Vice President of Instruction's major objectives.
2. To continue to work closely with local school districts and human service providing agencies.
3. To implement a plan which involves community business leaders in the literacy activities.
4. To continue to increase student enrollment in community based learning centers by 15 percent.
5. To implement Computer Literacy Training at all learning centers.
6. To obtain recognition for the Consumer Home Management program at local and state level.
7. To continue to provide tutors for the non-reader and low-level readers in the basics skills/literacy programs.
8. To establish three new partnerships with business for workplace literacy training.
9. To expand the Consumer Home Management Program to include two outreach teaching sites in targeted neighborhoods.
10. To continue to seek alternate funding sources for the appropriate self-supporting programs.

1995 - 1996 MAJOR OBJECTIVES

PERCENT COMPLETED

1. To support the Vice President of Instruction's major objectives.
2. To continue to increase student enrollment in community based learning centers by 20 percent.
3. To increase staff for the Consumer Home Management Program to one full-time instructor and part-time instructors on an as need basis.
4. To increase enrollment in the Consumer Home Management Program by an additional 10 percent.

OUTREACH STUDIES

1995 - 1996 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

5. To obtain three additional Workplace Literacy sites.
6. To continue to provide quality instruction which will be measured for student progress.

CONSUMER HOME MANAGEMENT

VISION STATEMENT: To provide educational skill building opportunities for disadvantaged adults in the area of Consumer Home Management. Topics to be offered include parenting, foods and nutrition, clothing and fashion, money and home management, as well as crafts and home decorating.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Evaluate and prioritize program components to enable future program planning.	100%
2. Expand ongoing outreach teaching centers in target neighborhoods to two (2) centers.	100%
3. Implement community teaching plan to involve past program participants.	100%
4. Implement plan for advisory committee involvement in program recruitment.	100%
5. Continue to seek funding sources for program maintenance and expansion.	100%
6. Develop a follow-up program for students in previous classes.	50%
7. Increase number of students registered in classes by 10 percent.	90%
8. Implement "Pueblo Venture Project" Track 2 classes.	100%
9. Develop a public relations plan and increase community awareness of the program.	100%
10. Develop a program to inspire and track eligible students in the program into a vocational or collegiate program at PCC.	100%

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To support instructional goals and objectives set by the President for AY 1991 - 1992.	
2. To support goals and objectives set by the Vice-President of Instruction for AY 1991 - 1992.	

CONSUMER HOME MANAGEMENT

1991 - 1992 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
3. To support goals and objectives set by the Director of Outreach Studies for AY 1991 - 1992.	
4. Evaluate and prioritize program components to enable future program planning.	
5. To evaluate instructional performance for accountability with student survey forms.	
6. Evaluate and continue expansion of community teaching plan to involve past program participants.	
7. Evaluate and continue advisory committee involvement in program.	
8. Continue to seek outside funding sources for maintenance and expansion of program.	
9. Continue to inspire and track students as they leave CHM and enter vocational or collegiate programs at PCC.	
10. Increase enrollments by 5 percent (2304).	
11. To submit Exemplary Program proposal to CAVHET and CCCOES.	
12. Develop a public relations plan to increase college and community awareness of the program.	
13. Transfer all appropriate student records to the computer.	
14. To continue at least two on-going staff development programs to improve instruction to target audiences.	

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To support President's, Vice President's, and Directors objectives.	
2. To continue to evaluate program for excellence and accountability as well as expansion.	
3. To increase enrollment by 5 percent (2418).	
4. To obtain recognition at college and state level.	

CONSUMER HOME MANAGEMENT

1992 - 1993 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
5. To expand to two outreach teaching centers in target neighborhoods.	

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To support President's, Vice President's, and Director's objectives.	
2. To continue recognition at local and state level.	
3. To increase enrollment by an additional 5 percent (2539).	
4. Continue search for outside funding sources to further expand the program.	
5. Increase permanent staff to one (1) full-time Home Economist Coordinator and one (1) full-time Home Economist instructor, plus continue part-time temporary staff members.	

EXTERNAL PROGRAMS

VISION STATEMENT: To provide leadership necessary for insuring that the off-campus programs including the Canon City Center, Southwest Center, the Inmate Training program, and the Criminal Justice Academy continue to maintain excellence in training and educational programs.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Continue to assist the president in pursuing a permanent site for the PCC Canon City Center and the Criminal Justice Academy.	75%
2. Continue to work with the Colorado Department of Corrections to identify a minimum of four additional programs for inmates that can be developed through our Inmate Training program.	75%
3. To expand the Officer Safety program to two other states.	100%
4. To offer classes in the Southwest Center area at other sites including Bayfield, Ignacio, and Silverton.	66%
5. To increase FTE in the Canon City area by 5 percent.	100%
6. To increase FTE in the Southwest Center area by 5 percent.	100%
7. To increase FTE offerings in the Criminal Justice Academy by 5 percent.	100%
8. Continue with the Federal Bureau of Prisons to identify training needs for the Florence complex.	75%
9. To identify a minimum of two funding sources within the state to assist PCC in training potential employees for the Federal Bureau of Prisons and the Colorado Department of Corrections.	100%
10. To explore the possibility of offering a minimum of four telecourses behind the walls and in the Southwest Center area.	25%
11. To continue to chair the Consortium on Correctional Training in an effort to meet the manpower need for the correctional systems within the state of Colorado.	100%

EXTERNAL PROGRAMS

1990 - 1991 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
12. To serve 2,500 non-FTE students in the Criminal Justice Academy.	75%
13. To identify, in conjunction with the Colorado Department of Corrections, goals and objectives that can be met under the staff training contract.	100%
14. To continue to meet changing job requirements for the Colorado Department of Corrections and other agencies for which we provide training.	100%

PROGRAM NO LONGER OFFERED

CANON CITY CENTER

VISION STATEMENT: To support leadership necessary for the Canon City Center of Pueblo Community College. To expand its offerings to become a comprehensive community college demonstrating excellence by:

--providing the same quality of educational excellence as demonstrated by the main campus.

--delivering credit and non-credit, quality developmental, academic, and vocational courses enabling students to pursue occupational and educational goals.

--offering courses and programs that will meet the immediate and future employment needs of the students.

--providing programs and courses designed to meet the immediate and future employment needs of the community.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Continue to work on reports for the building of a permanent site for the PCC Canon City Center.	100%
2.	Continue to assist department chairs in maintaining a pool of at least three qualified faculty members per divisional area to competently conduct classes at the Center.	100%
3.	Assist the Executive Director in continuing to build the image that Pueblo Community College Canon City Center is a quality institution and a valuable community resource through accomplishment of at least 75 percent of the following activities: a. Positive media exposure. b. Service club and other group presentations. c. Unique ways of exposing PCC to the public. d. Sponsoring or co-sponsoring community activities and seminars.	100%

CANON CITY CENTER

1990 - 1991 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
4. Continue Canon City Career Assessment Center activities at a level that is self supporting.	100%
5. Actively participate in FCEDC and Chamber of Commerce projects and activities by attending 75 percent of the monthly and quarterly meetings.	100%
6. Make the Alternative Learning Center in Canon City self-supporting and continue classes for Re-1 and Re-2 students deficient in credit.	100%
7. Identify and provide training for two projects related to industrial and business training needs.	100%
8. Develop and conduct five high quality, non-credit course offerings based on identified needs of the community.	100%
9. Provide one job preparation, job seeking and keeping skills workshop necessary for job placement to Canon City Center students.	100%
10. Assist in increasing our average fall and spring student body count by six percent from 425 to 450.	100%
11. Assist in increasing our annual FTE by 5 percent from 475 to 500.	100%
12. Continue to offer one mini-college for seniors in the spring of 1991.	100%

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To provide assistance to department chairs in their efforts to maintain a pool of at least three qualified faculty members per divisional area to conduct classes in Canon City.	
2. To maintain self-sufficiency of the assessment center in Canon City.	
3. To maintain self-sufficiency of the learning center in Canon City.	

CANON CITY CENTER

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

4. To provide up to five non-credit course offerings for area residents.
5. To assist in the process of increasing student headcount and FTE by 5 percent.
6. To provide one additional customized training program for Canon City.
7. To continue to assist in helping to build a positive image of PCC as a valuable community resource.
8. To explore the feasibility of expanding health care courses with reinstating the LPN program.
9. To continue offering one mini college for senior citizens in the spring of 1992.
10. To support the institutional goals and objectives of main campus and to see they are implemented appropriately within the Canon City Center.
11. To improve and strengthen cooperative working relationships between main campus personnel and Canon City Center personnel.
12. To become actively involved with community groups/clubs within the Canon City area.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. To continue developing self-sufficiency of the Canon City assessment center.
2. To continue assisting department chairs in maintaining qualified faculty members for the Canon City Center.
3. To continue providing learning center resources/activities at the Canon City Center.
4. To continue working cooperatively with department chairs in scheduling classes for the Canon City Center.

CANON CITY CENTER

1992 - 1993 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

5. To support institutional goals and objectives and keep the Canon City enter staff informed as to changes in all policies and practices.
6. To explore the feasibility of expanding course offerings for students at the Canon City Center and introducing at least one additional credit-generating course.
7. To maintain positive working relationships with Fremont County school and civic officials and to provide one mini college for seniors.
8. To work cooperatively with Fremont school officials to provide post secondary course offerings.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. To continue working positively with Fremont Re-1 and Re-2 schools and civic officials in enhancing PCC's Canon City Center.
2. To provide continued support of PCC's mission and goals and to keep the Canon City Center Faculty and staff apprised of needs, concerns, and changes.
3. To maintain self-sufficiency of the learning center at the Canon City Center.
4. To maintain self-sufficiency of the assessment center and explore expansion of assessment testing with secondary students and the "inmate" student population.
5. To continue working jointly with department chairs in developing and expanding curriculum for the Canon City Center and to continue with the mini college for seniors.
6. To explore industrial and business training needs.

SOUTHWEST CENTER

VISION STATEMENT: In partnership with the San Juan Basin Area Vocational Technical School, the Southwest Center of Pueblo Community College will provide course offerings leading to Associate of Applied Science, Associate of Arts, Associate of Science, and Associate of General Studies degrees in its five county service area.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Function as the communications liaison between the administrative staff of Pueblo Community College main campus and San Juan Basin Area Vocational Technical school.	100%
2. In consultation with the respective chief executive officers and/or their designees, plan and coordinate programs, degrees, course offerings, scheduling, recruiting and evaluations to serve the needs as appropriate in the five county Southwest Colorado service area.	100%
3. Survey educational needs in LaPlata, Montezuma, Dolores, San Juan, and Archuleta counties.	100%
4. Continue to publicize the Pueblo Community College Southwest Center - San Juan Basin Area Vocational Technical school partnership within the five county service area.	100%
5. Coordinate Pueblo Community College Southwest Center, activities, programs, and services with the main campus.	100%
6. Insure that Pueblo Community College Southwest Center follows the philosophy, mission, goals, and objectives of Pueblo Community College.	100%
7. Continue to work closely with San Juan Basin Area Vocational Technical school personnel to facilitate the coordination and interfacing of Pueblo Community College and San Juan Basin Area Vocational Technical school objectives.	100%
8. Continue to develop a rotation of classes which would enable students to pursue and to obtain AA, AGS, and AAS degrees.	100%

SOUTHWEST CENTER

	1990 - 1991 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
9.	Coordinate vocational programs and services with San Juan Basin Area Vocational Technical School Director of Vocational Education.	100%
10.	Coordinate student services and activities with San Juan Basin Area Vocational Technical School Director of Student Services, Director of Financial Aid, and Coordinator of Supplemental Services.	100%
11.	Develop a pool of qualified instructors, who meet Pueblo Community College standards of excellence, to teach Pueblo Community College Southwest Center classes.	100%
12.	Develop and establish student support services.	80%
13.	Research instructional support needs and set up an instructional support system.	100%
14.	Continue the establishment of the developmental/remedial basic skills program.	100%
15.	Continue the development of the student advising system.	100%
16.	Set up rotation of classes to enable San Juan Basin Area Vocational Technical school students in Nursing, Electronics, and Business and Office Technologies to get an AAS degree.	100%
17.	Continue ADN course offerings.	100%
18.	Continue to administer the basic skills assessment.	100%
19.	Locate appropriate facilities in which to offer classes.	100%
20.	Continue to promote the general education and Criminal Justice course offerings.	100%

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Obtain a more suitable facility in Durango for office and classroom use. The use of the Park Center and Durango High School is less than adequat[illegible]	

SOUTHWEST CENTER

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

2. Continue a pool of al least five qualified faculty members per subject area to competently conduct classes in our area.
3. Increase annual FTE from 125 to 150 FTE.
4. Visit the Pueblo Community College Main Campus at least six times during the academic year.
5. Strive for academic excellence through existing evaluation system with instructors averaging a 4.0 on the evaluation process.
6. Continue to promote the concept of "partnership" with San Juan Basin Area Vocational Technical School through ongoing advertising, speaking, and public relation activities.
7. Continue to facilitate additional program articulation agreements with San Juan Basin Area Vocational Technical School. In addition to the pending Accounting and Computer Applications programs, the possibility of an articulation in Marketing will be investigated.
8. Establish a Food Management Program in conjunction with Carol Himes and the National Restaurant Association leading to a diploma effective spring semester.
9. Continue support of the Criminal Justice program. First student is expected to graduate spring 1992.
10. Continue liaison with the PCC Criminal Justice Academy through the promotion of four workshops a year.
11. Promote the development of the new programs in Travel and Tourism, Aviation Science, and the Library Technician certificate by insuring that a minimum of one class makes in each area.
12. Promote telecourses by offering two additional telecourses in spring semester.

SOUTHWEST CENTER

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

13. Attend at least one professional development workshop or conference.
14. Provide the PCC Southwest Center staff with at least one professional development experience.
15. Establish a fully operating Library in conjunction with San Juan Basin Area Vocational Technical School by the use of the C.A.R.L. on line system, effective spring semester.
16. Continue work as supervisor of the level II Nursing Program (ADN) in conjunction with Joan Massman at the main campus. Provide leadership, advocacy, and assistance regarding the "NLN" accreditation process.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. 175 - 200 FTE.
2. Full-time English instructor.
3. Full-time Science/Math instructor.
4. Lease and establish a more suitable self-contained office and classroom facility in Durango.
5. Continue to develop the outlying service sites in course offerings.
6. Increase instructional supplies, learning materials, and capital outlay.
7. Develop programs for senior citizens.
8. Develop programs for kids.
9. Continue partnership articulations and program development from 1991-1992.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. 250 - 300 annual FTE.
2. Continue overall program development.

SOUTHWEST CENTER

1995 - 1996 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

3. Full-time assistant director/registrar/admissions counselor.

INMATE TRAINING

VISION STATEMENT: To provide coordination necessary for Pueblo Community College's inmate program in the delivery of comprehensive educational programs to inmates within the Department of Corrections (D.O.C.) at the Canon City Correctional Center and to expand its offerings to include inmates within the future federal prison system by:

- providing quality vocational, academic, certificate, credit, and non-credit educational courses.
- assisting the D.O.C. in their goal to provide literacy and GED courses to all inmates who do not already have a GED or high school diploma.
- delivering programs and courses designed to teach functional personal skills and life management skills for use following an inmate's parole or discharge.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Develop procedure for administering assessment tests, admission forms, and financial aid application for FTE programs.	100%
2. Develop procedure for evaluation of all instructors.	100%
3. Develop procedure for ordering, receiving, and check-out of equipment/supplies for the various inmate programs.	100%
4. Develop procedures for establishing routine contact with inmate instructors and DOC coordinators.	100% But needs revised
5. Set up budgeting tracking system for each program at the various sites.	100% Individual accts. still need to be set up by PCC
6. Establish personnel files for each instructor.	100%
7. Set up files for inmates in FTE programs.	100%
8. Assess current programs by reviewing instructional curriculum.	75%

INMATE TRAINING

	1990 - 1991 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
9.	Explore future program offerings.	85%
10.	Assume the coordinator of the Prerelease Life Enrichment program.	100%
11.	Explore feasibility of telecourses for inmate programs.	50%

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Conduct minimum of two yearly site evaluations of all instructors and one written evaluation of each instructor.	
2.	Establish proposal for individual budgets for each program at various facilities to streamline tracking system.	
3.	Update personnel files and develop procedure for tracking individual instructor's requirements, e.g., vocational credentials, etc.	
4.	Conduct quarterly staff meetings and when appropriate schedule additional staff meetings.	
5.	Maintain lines of communication with individual facility program managers for future program development and program needs.	
6.	Conduct inmate evaluations of programs/staff when appropriate.	
7.	Develop job description for support/remedial instructor to assist with FTE course needs/requirements, and secure remedial/support instructor position through use of grant monies and by FTE generation monies. Hire individual by July 1, 1991.	
8.	Train FTE remedial/support instructor in area of assessment testing and establish his/her teaching schedule with various FTE instructors and inmates.	
9.	Assist FTE remedial/support instructor in analyzing inmate's previous assessment tests and in developing testing files and class files for inmates.	

INMATE TRAINING

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

10. Establish means of communication and follow-up procedures with newly established financial aid support person and develop procedures for his/her securing Pell grants for inmates.
11. Develop procedure for newly hired remedial/support instructor and Pell grant/financial aid individual to meet routinely with Inmate Coordinator.
12. Explore future program offerings, both for FTE and contract programs, with special interest in feasibility of telecourses for inmate programs.
13. When feasible, attend meetings, workshops, conferences related to inmate training for the Department of Corrections and/or with the Federal Prison System.
14. Explore possibility of developing educational offering for Federal Prison System in Florence.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. To continue directing the administrative functions of the inmate program and to maintain the same quality of teaching as evidenced throughout the college campus.
2. To continue providing established credit and non-credit educational programs to selected D.O.C. facilities and, when feasible, introduce new programs.
3. To maintain positive working relationships with D.O.C. officials and program managers for continuation of educational offerings.
4. To provide, when feasible, new FTE courses through PELL grants and to maintain current FTE courses.
5. To continue exploring the possibility of implementing educational courses at the new federal prison system in Florence.
6. To explore the feasibility of providing telecommunication courses behind the walls.

INMATE TRAINING

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To continue providing quality educational credit and non-credit courses to inmates at the Canon City complex for the D.O.C.	
2. To continue a positive working relationship with D.O.C. personnel and program managers to ensure program quality and growth.	
3. To develop positive working relationships with personnel involved in providing educational courses to inmates at the federal prison system in Florence.	
4. To identify educational course offerings for inmates at the federal prison system in Florence and secure teachings staff to implement classes.	
5. To develop appropriate syllabi for newly instituted courses.	

VICE PRESIDENT FOR STUDENT SERVICES

VISION STATEMENT: To provide positive intervention into the early educational process of PCC students with emphasis on special populations and to support the educational process through supportive services for students.

1990 - 1991 MAJOR OBJECTIVES		PERCENT COMPLETED
1.	Assist and encourage all student services to be sensitive to minority recruitment and retention by:	75%
a.	requesting that all departments include minority recruitment and retention in their goals.	100%
b.	assure that the objectives of the Student Support Services grant are accomplished.	75%
c.	influence and support the Institution's minority initiatives.	100%
2.	Develop a formal student orientation format.	100%
3.	Maintain a high level of communications with Resident Instruction and Administrative Services Divisions by:	100%
a.	attending each division meeting at least once each semester.	100%
b.	providing time and the VPSS/Directors meeting agenda for reports from other meetings attended by the directors.	100%
c.	encourage staff from Administrative Services and Instruction to attend meetings of Student Services.	100%
d.	developing a formal student orientation format.	100%

1991 - 1992 MAJOR OBJECTIVES		PERCENT COMPLETED
1.	Assist and encourage all Student Services to be sensitive to minority recruitment and retention by:	
a.	requesting that all departments include minority recruitment/retention in their goals.	
b.	assure that the objectives of the Student Support Services grant are accomplished.	

VICE PRESIDENT FOR STUDENT SERVICES

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

2. Increase the emphasis on local high school relations by assigning a Student Services staff member to each of the five public high schools in Pueblo County to cultivate an exemplary working relationship with the counseling staff.
3. Develop an enrollment management plan that coordinates the activities in Student Services and reduces duplication of functions.
4. Maintain a high level of communications with Resident Instruction and Administrative Services Divisions by:
    a. attending each Division meeting at least once each semester.
    b. encouraging Student Service Directors to regularly attend other department meetings.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. Review appropriateness of Student Services structure in view of projected enrollment and resources.
2. Continue to place emphasis on intra school communications.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. Provide registration services at all times when school is open.
2. Maintain all student records electronically.
3. Install a system to provide telephone registration.

ADMISSIONS AND RECORDS

VISION STATEMENT: To provide an easy and unobstructed access to school for those students in transition who may be demonstrating academic, economic, social and/or physical barriers. To devote more personal attention to students by automating as many clerical duties as possible. A special emphasis will be placed on sensitivity to ethnic groups.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Coordinate with the Computer Center and automate the acceptance letters; to diminish data entry by 40 percent.	85%
2.	Coordinate with the Computer Center for setup to read the Scantron applications; to diminish data entry by 40 percent.	85%
3.	To convert the old filing system to a more efficient method and reduce filing efforts by 30 percent.	60%
4.	Coordinate efforts with instruction and begin Phase I (of III) to convert historical permanent records on Series Z and eliminate using two separate systems; to reduce time in generating student transcripts by 50 percent.	0%
SENSTITIVIEY		
5.	Train staff working with targeted groups to help applicants file for admissions in the field and thus remove the fear element associated with appearing on campus. A potential 5 percent increase in target group retention.	100%
6.	Develop a tracking device in the computer to identify high risk students so that the respective support program may review their progress. A potential 5 percent increase in target group retention.	60%
COMMUNICATIONS		
7.	Coordinate efforts with the Outreach Studies Director in generating admissions/grade reports/permanent records for underprivileged students and boost their self-esteem. Encourage 5 percent subsequent enrollment.	100%
8.	Coordinate efforts with the evening director to help plan more evening and weekend courses as it relates to student admissions and records. Encourage 5 percent additional evening enrollment.	100%

ADMISSIONS AND RECORDS

1991 - 1992 MAJOR OBJECTIVES PERCENT COMPLETED

1. Coordinate with the Computer Center and automate the acceptance letters to diminish data entry by 40 percent.
2. Coordinate with the Computer Center for set-up to read the Scantron applications to diminish data entry by 40 percent.
3. By coordinating efforts, begin conversion of historical permanent records to Series Z to eliminate the use of two different systems and reduce time in generating student transcripts by 50 percent.
4. Begin conversion of manual filing system to automated filing system which will eliminate time spent by 50 percent (given funds available).
5. Complete the transition of moving all graduation materials to Credential Evaluator position.
6. Begin implementation of On-Course; testing the system in summer, fine tuning in fall, and training faculty/staff in spring 1991-92.
7. Increase vestibule FTE by 5 percent by expanding training to other potential areas of the college.

SENSITIVITY

8. Restructure Admissions area so permanent employees can apply more personal attention to students with special needs. Contact time will be documented.
9. Have available, at the counter, a college information sheet in Spanish to include bilingual contact persons on campus. Contacts will be documented.

COMMUNICATIONS

10. The following will be implemented addressing workstudies and part-time employees: orientation, biweekly meetings, and midterm evaluations.

ADMISSIONS AND RECORDS

1991 - 1992 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
11. Develop procedural manual for workstudies and other employees.	
12. Conduct graduation planning sheet workshops for advisors to diminish the error ratio connected to this process.	
13. Schedules will be drafted for each employee (workstudies included) to spend either a half or full work day in another office to gain a better understanding of the functions of that area.	
14. Schedule to attend at least one meeting with each academic department to assess their concerns related to Admissions and Records.	

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Begin Phase II of 1991-92 productivity objective of converting historical permanent records to the Series Z system.	
2. Coordinate efforts with other reporting areas to design a distinct audit trail for vestibule FTE.	
3. Implement SIS+ (software enhancement system) to Series Z to include retraining of all users.	
4. Begin resolving obstacles associated with and develop plans to purchase a touch-tone registration system.	
5. Complete training for On-Course (degree audit system) and on-line advising/registration to faculty/staff.	

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Purchase and implement a touch-tone registration software system.	
2. Complete training for faculty to allow for on-line advising.	

ASSESSMENT CENTER
(FORMERLY STUDENT DEVELOPMENT AND ASSESSMENT)

VISION STATEMENT: To improve the efficiency of assessment services to students, staff, industry, and the community.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Devise an efficient method which will transmit Basic Skills Assessment data to the mainframe system reducing data input time and making assessment information available to faculty in the shortest possible time.	95%
2. Develop comprehensive marketing materials for the Assessment Center.	25%
3. Develop, implement, and maintain counseling policies and procedures consistent with current counseling practices and ethics.	50%
4. Develop in conjunction with faculty and student services departments, a comprehensive counseling program consisting of: 1) an early identification system capable of identifying students in need of support services that have problems capable of negatively effecting their academic progress, 2) a service delivery system capable of providing support in areas of crisis counseling, career development and counseling, and short term personal counseling and 3) a comprehensive referral system to internal and external support individuals and agencies.	75%
5. Develop and implement a training program for staff that will assist staff in identifying "at risk students" including learning disabilities, personal problems, alcohol, and drug influences, etc.	50%
6. Increase student use of the Student Development and Assessment Center by 50 percent.	80%
7. Substantially increase available reference information available to students in areas of career development, job search, and related areas.	50%

ASSESSMENT CENTER

1991 - 1992 MAJOR OBJECTIVES — PERCENT COMPLETED

1. Develop, implement, and maintain advisory committee for Assessment Center.
2. Market job profiling analysis to industries and agencies.
3. Work in coordinated effort with Industry Services and Student Employment Services departments to provide a comprehensive assessment for students and industry.
4. Increase assistance and support to Instruction Division with review of specialized assessment for student referral, admission, and state board testing for requesting departments.
5. Continue administering free interest and abilities assessment.
6. Increase student and industry use of the Assessment Center by 75 percent.
7. Develop new brochures for industry assessment.

1992 - 1993 MAJOR OBJECTIVES — PERCENT COMPLETED

1. Determine feasibility of increasing Basic Skills Assessment fee.
2. Maintain Advisory Committee for Assessment Center.
3. Explore feasibility of providing a more focused interest and abilities assessment tool.
4. Initiate bi-annual meetings with the Canon City and Cortez Assessment Centers.
5. Expand variety and knowledge of available assessment instruments.
6. Make periodic visits to industries.
7. Attend assessment workshops.

ASSESSMENT CENTER

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Seek grant funds for Assessment Center.	
2. Explore the possibility of surveying industries to measure how effective Assessment Center's screening has been for industries.	
3. Provide opportunities for staff to attend assessment workshop.	

COUNSELING

VISION STATEMENT: To provide counseling services that will provide accurate information to the student or PCC staff concerning the student's academic, personal, or interpersonal skills. To assist the student with problems that are interfering with his/her progress towards achieving his/her academic goals at PCC

1991 - 1992 MAJOR OBJECTIVES PERCENT COMPLETED

1. Coordinate counseling services with other Student Services and PCC departments in order to provide efficient cost effective counseling services to students using such concepts as wellness, group career counseling, computer assisted and possibly peer counseling programs.
2. Begin the development of, in conjunction with the Learning Resources Center and other interested departments, a reference center which will provide ready access to counseling-related bibliographic material. One method to implement this goal would be to expand the existing Learning Resources Center career exploration module in support of the counseling staff.
3. Explore the feasibility of developing a career exploration class beginning summer semester 1992.
4. Work with other departments to gather information necessary to guide the development of specific topic seminars, workshops, or classes addressing these needs.
5. Develop and apply an effective marketing effort which will publicize the services offered by the counseling department.
6. Seek additional revenue sources through the exploration of grants, cooperative agreements, or demonstration of need.
7. Increase the ability of the counseling staff to use accurate information concerning the effectiveness of the counseling department.

COUNSELING

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. Seek the financial support necessary to fund a comprehensive, computer-based career/major exploration and information system such as the Colorado Occupational and Career Information System (COCIS).
2. Explore the feasibility of career seminars and workshops to the local community and industries.
3. Expand the wellness theories now in use and apply them in the development of a comprehensive student assistance program and employee assistance program.
4. Increase the accessibility of all PCC students and departments to career and personal counseling information.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. Build effective networks with other Colorado schools and agencies to provide greater information on counseling services with the intent of offering better services to PCC students.
2. Coordinate the activities of the Counseling department with the Student Employment division.

DRUG PREVENTION

VISION STATEMENT: To encourage nonalcohol/drug using students/staff to continue to resist using alcohol/drugs and encourage students/staff who occasionally use, as well as students/staff who regularly use, alcohol/drugs to reduce or discontinue that use.

1990 - 1991 MAJOR OBJECTIVES		PERCENT COMPLETED
1.	Increase the number of staff/students utilizing program services.	65%
2.	Review and analyze the ongoing survey information for the purpose of modifying or improving the services provided.	100%
3.	Increase the visibility of the ADPP at the college and community level.	65%
4.	Devise a method for the continuation of program services beyond the grant term.	100%

PROGRAM NO LONGER OFFERED

FINANCIAL AID

VISION STATEMENT: To provide funding to eligible PCC students, according to federal and state financial aid regulations. To continue to provide financial aid services to students while maintaining full accountability to federal and state regulatory agencies.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	To conduct financial aid workshops during the 1990-91 AY for students, faculty, and staff.	100%
2.	To conduct training workshops for work-study students and supervisors regarding CCHE and federal work-study guidelines.	100%
3.	Implement a new Financial Aid Records Management system.	85%
4.	Implement a new CSLP and UNIPAC on-line connection system to increase services to students taking out loans.	100%
5.	Provide staff development for financial aid staff.	100%
6.	Support planned activities on minority initiatives and recruitment.	100%
7.	Develop a computerized tracking system to track the processing status on all financial aid files through levels 1, 2, and 3.	100%
8.	Increase evening services provided by the financial aid office.	70%
9.	Participate in student orientation.	100%
10.	Provide financial aid information during financial aid awareness week.	100%

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Conduct financial aid workshops during the 1991-92 AY for students, faculty, and staff.	
2.	Conduct training workshops for workstudy students and supervisors regarding CCHE and Federal workstudy guidelines.	

FINANCIAL AID

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

3. Implement a new financial aid records management system.
4. Implement and develop a student loan tracking system.
5. Provide staff development for financial aid personnel.
6. Support planned activities on minority initiatives and recruitment.
7. Participate in student orientation.
8. Provide financial aid information during Financial Aid Awareness Week.
9. Develop a financial aid policy and procedures handbook.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. Continue to computerize the financial aid application processing.
2. Implement a new Micro-film system to keep track of inactive financial aid files.
3. Conduct financial aid workshops for students, faculty, and staff.
4. Continue staff development activities.
5. Insure that all financial aid reports are submitted by their deadline date and accurately.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. Develop a faster financial aid delivery system.
2. Identify additional funding for middle income students.
3. Provide additional services to financial aid students.
4. Provide additional financial aid counseling for students and parents.
5. Increase federal and state financial aid funding for Pueblo Community College.

MARKETING

VISION STATEMENT: To make the general public in the PCC service area more aware of the college and its programs and serve as a promotional vehicle for faculty, staff, and student organizations.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Develop the most effective media campaign possible within the given budget for print, radio, and outdoor to coincide with registration and preregistration of students on the main campus. To include the PCC logo and current theme in all promotional matter where appropriate.	70%
2. To disseminate appropriate information to the media through frequent news releases. To send releases in a timely manner and to keep key campus personnel informed about the release of such information.	100%
3. To develop and assist in special activities as funds will allow.	100%
4. To assist with promotion of the Technical Job Fair through purchasing of advertising and releasing information to the press.	--
5. To continue to improve on the State Fair VIP barbecue.	50%
6. To keep faculty and staff informed about all aspects of the college and to provide this information in a more timely manner.	80%
7. To continue to act as a resource for Pueblo Community College employees for the development of fliers and brochures.	80%
8. To develop at least one project which will improve the services of the college to students.	90%
9. To continue to reach specific identified markets through effective target marketing and to improve on already established procedures for target marketing.	90%

MARKETING

1990 - 1991 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
10. To begin working more closely with students including developing at least one research project with marketing students and to work with at least one student on an individual basis to help him or her develop better marketing and advertising skills through experience with PCC projects.	100%

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Develop advertising programs to promote registration and pre-registration periods on the main campus as the Marketing budget permits; include the PCC logo and/or theme in respective promotional messages when appropriate.	
2. Promote PCC programs and activities through the media when appropriate by issuing frequent and timely news releases.	
3. Maintain a close relationship with members of the media and provide them with an annual update of PCC activities by conducting a media luncheon.	
4. Increase the national exposure of appropriate PCC activities and programs by submitting news releases and/or photographs to national publications.	
5. Develop additional avenues in which to "target market" PCC to minorities.	
6. Increase PCC's presence in the high school market, and develop strategies for capitalizing on the new post-secondary enrollment agreement.	
7. When possible, promote the college's special services in advertising mediums.	
8. Help promote/assist in special PCC activities as the Marketing budget will allow.	

MARKETING

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

9. Keep faculty and staff informed of PCC activities through the publication of the college newsletter. Help PCC faculty and staff publicize their programs in the college newsletter and through the appropriate media avenues.
10. Be a resource vehicle for PCC employees by helping them develop fliers, brochures, and other promotional matter.
11. Organize activities to help PCC gain exposure in the community.
12. Conduct an even better first-class VIP barbecue.
13. Work with at least one student on an individual basis to assist him/her in the development of better marketing, advertising, and related skills through assisting with PCC projects.
14. Maintain a closer relationship with PCC's extension centers and, when appropriate, promote their activities and programs.
15. Develop strategies for boosting enrollment in AVC programs.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. Continue seeking new avenues in which to reach the minority markets.
2. Expand efforts in an attempt to promote the college to the high school market.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. Continue efforts aimed at making PCC a prominent institution in the eyes of the general public.
2. Use available alternatives to help give PCC positive national exposure.

MARKETING

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

9. Keep faculty and staff informed of PCC activities through the publication of the college newsletter. Help PCC faculty and staff publicize their programs in the college newsletter and through the appropriate media avenues.
10. Be a resource vehicle for PCC employees by helping them develop fliers, brochures, and other promotional matter.
11. Organize activities to help PCC gain exposure in the community.
12. Conduct an even better first-class VIP barbecue.
13. Work with at least one student on an individual basis to assist him/her in the development of better marketing, advertising, and related skills through assisting with PCC projects.
14. Maintain a closer relationship with PCC's extension centers and, when appropriate, promote their activities and programs.
15. Develop strategies for boosting enrollment in AVC programs.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. Continue seeking new avenues in which to reach the minority markets.
2. Expand efforts in an attempt to promote the college to the high school market.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. Continue efforts aimed at making PCC a prominent institution in the eyes of the general public.
2. Use available alternatives to help give PCC positive national exposure.

RECRUITMENT AND STUDENT ACTIVITIES

VISION STATEMENT: To provide the leadership and supervision in the area assigned to this office which will support and complement the overall mission and objectives of the Division of Student Developmental Services and the college.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	To continue to develop, refine, and implement a strong comprehensive recruitment program for the institution.	100%
2.	To obtain the human and financial resources necessary in order to increase minority recruiting efforts by participating in the C.E.S.D.A. and other minority recruiting programs.	100%
3.	To expand student activities in order to enhance student life.	80%
4.	To replace and update office equipment and furniture for more efficient and better service to students.	95%
5.	To coordinate and maintain a law enforcement/security structure which will serve the needs of the institution.	95%
6.	To provide institutional data and statistical information to all agencies and interests as dictated by policy.	95%
7.	To supervise all cost center activities assigned to this office.	100%
8.	To respond to all needs or other duties as assigned.	100%
9.	To activate Student Ambassadors Program.	100%

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Continue to develop, refine, and implement a strong comprehensive recruitment program for the institution.	
2.	Maintain a high level of minority recruiting effort by participating in the CESDA and other minority recruiting programs.	
3.	Expand student activities in order to enhance student life.	
4.	Replace and update office equipment and furniture for more efficient and better service to students.	

RECRUITMENT AND STUDENT ACTIVITIES

1991 - 1992 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
5. Coordinate and maintain a law enforcement/security structure which will serve the needs of the institution.	
6. Provide institutional data and statistical information to all agencies and interests as dictated by policy.	
7. Supervise all cost center activities assigned to this office.	
8. Respond to all needs or other duties as assigned.	
9. Expand the scope and function of the Student Ambassador's Program.	
10. Supervise the Adopt-A-School Program for local area high schools.	

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Continue communications with all areas of Student Services in order to provide better and more efficient services for students and other areas of campus.	
2. Be active in the remodel of the College Center.	
3. Refine Institutional Reports structure in order to ensure timely and accurate data to all essential agencies.	

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Support and respond to all areas of Student Services in order to meet the dynamic needs of the institution.	

SINGLE PARENT CENTER

VISION STATEMENT: To provide an environment of support and encouragement in an effort to enable single parents and displaced homemakers to achieve a successful transition from home to education and/or the work force. To educate the college and community to the necessity of gender neutrality in the college setting as well as in the work force.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Provide a minimum of eight tuition free workshops and/or seminars in dealing with personal development, education, and objective.	80%
2.	To provide at least four single custodial parents with financial assistance for child care while enrolled as full-time college students.	100%
3.	Develop support group for clientele.	10%
4.	Pursue additional funding possibilities.	50%
5.	Increase minority and older clientele by at least 5 percent.	50%
6.	Increase faculty and staff awareness of clientele obstacles, i.e., child care, single parenting, financial hardships with little or no supportive systems.	50%
7.	Promote nontraditional educational programs for students who have not selected a degree program.	100%

PROGRAM NO LONGER OFFERED

STUDENT DEVELOPMENTAL SERVICES

VISION STATEMENT: To foster and support the intellectual development of students in coping with the myriad of academic, personal, and social challenges posed by college life. To ensure retention, assist in proper advisement, assessment, counseling, and other needed supportive services.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Review and evaluate processes and functions of Counseling, Assessment, Placement, Supplemental Services, the Advisement Program, and to implement a tracking system.	75%
2. Prioritize and phase in the goals and objectives of the Counseling, Assessment, Placement, and Supplemental Services programs and implement a staff development calendar with increased hours for evening students.	50%
3. Review and complete the disclosure phase as relates to placement.	N/A
4. Assist and develop an up-to-date computerized system for assessment for the mainframe.	100%
5. Upgrade and work with administration to review the counseling policies.	80%
6. To coordinate, develop, and work with Student Services, Instruction, and Administrative staff for an effective orientation process and retention process.	100%

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Prioritize and phase in the goals and objectives of the Counseling Center, Assessment Center, and Supplemental Services programs.	
2. Review and support the accountability process that relates to Student Developmental Services.	
3. Review and complete Counseling Guidelines for the Counseling Center.	
4. Review and update the Orientation Process with the Early Intervention Teams.	

STUDENT DEVELOPMENTAL SERVICES

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

5. Continue working and developing effective retention programs and processes with the Early Intervention Team, designed by Student Developmental Services.
6. Coordinate and implement portions appropriate to the Adopt-A-High School Program through the Vice President of Student Services office.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. Update and integrate processes of the Counseling Center, Assessment Center, and Supplemental Services.
2. Review and evaluate the success of the new orientation process.
3. Review and interpret computer hook-ups for Adopt-A-High-School Project.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. Work with the Early Intervention Teams to develop committees on retention, advisement, and orientation.
2. Review and evaluate the Retention Program for Pueblo Community College.
3. Review and work with Accountability Team to provide needed input and necessary information.

STUDENT EMPLOYMENT SERVICES
(FORMERLY PLACEMENT AND RECRUITMENT)

VISION STATEMENT: To provide the college community with coordinated comprehensive employment services designed to assist students in the preparation and successful placement in employment directly related to their field of study.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Implement a comprehensive placement follow-up system.	100%
2. Contact students and employers through mail, telephone, faculty, and staff.	75%
3. Use information from VE135 and graduation lists to begin Guaranteed Student Loan Program accountability and PCC Accountability requirements.	75% (GSL Program cancelled)

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Develop, coordinate, and implement student employment services at Pueblo Community College.	
2. Develop and implement a comprehensive student placement follow-up system.	
3. Develop and implement a comprehensive employer follow-up system related to recent graduate quality satisfaction.	
4. Develop and distribute, as needed, a Student Employment Services Resource Guide.	
5. Assist the Director of Recruitment with recruitment activities related to the College Day/Night Programs and the Adopt-A-School Program.	
6. Prepare the Student Services portion of the Institutional Accountability Plan presenting the written plan to the Vice President for Student Services.	

STUDENT EMPLOYMENT SERVICES

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Expand the student employment services available to students by adding a comprehensive database of potential employers of PCC graduates.	
2. Continue to conduct a comprehensive student placement follow-up survey.	
3. Continue to conduct a comprehensive employer follow-up survey related to employer satisfaction of our graduates.	
4. Update and expand the Student Employment Services Resource Guide.	
5. Continue to assist the Director of Recruitment with recruitment activities related to the College Day/Night Program. Continue activities in Adopt-A-School Program.	
6. Continue to prepare the Student Services portion of the Institutional Accountability Plan presenting the written plan to the Vice President for Student Services.	

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Expand the Student Employment Services by developing and maintaining a comprehensive matching database of potential employers and PCC graduates.	
2. Continue to conduct a comprehensive student follow-up survey.	
3. Continue to conduct an employer satisfaction survey of PCC graduates.	
4. Update and expand the Student Employment Services Resource Guide.	
5. Continue to assist the Director of Recruitment with College Day/Night Recruitment Programs and participation in the Adopt-A-School Program Activities.	
6. Continue to prepare the Student Services portion of the Institutional Accountability Plan presenting the written copy to the Vice President for Student Services.	

STUDENT INFORMATION SYSTEMS

VISION STATEMENT: To provide leadership and SIS services to Student Services end users in order to increase staff productivity and efficiency.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To have a Local Area Network System in place and operational for Student Services users on or before April 1, 1991.	70%
2. Provide a minimum of two training workshops to instruct end users on how to use the Area Network System. (Training will take place when LAN is in place.)	0%
3. To develop an annual backup system schedule.	100%
4. To provide ongoing assistance in the area of system backup to end users in Student Services.	100%
5. To schedule monthly meetings with the director of the Computer Center to discuss SIS concerns.	70%
6. To attend a minimum of one workshop or presentation on the LAN system.	100%
7. To hold a minimum of eight group training sessions in the use of Paradox, WordPerfect, pathing, and backup procedures.	100%
8. To attend a minimum of one workshop or training session in the use of FOCUS.	100%
9. To assist selected architect in the development of a facility/program plan for the College Center building.	100%
10. To develop a facility/program plan for the Canon City Center.	100%

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Develop an annual back-up system schedule.	
2. Provide ongoing assistance in the area of system back-ups to end users in Student Services.	
3. Attend a minimum of one workshop or seminar on the LAN System.	

STUDENT INFORMATION SYSTEMS

1991 - 1992 MAJOR OBJECTIVES (Cont')	PERCENT COMPLETED
4. Research and generate reports as needed using FOCUS and Series Z for data analysis.	
5. Continue training of Student Services staff in the use of FOCUS, SIS plus, ONCOURSE, Action Track Paradox, and other software programs as needed.	
6. Attend a minimum of one seminar on FOCUS.	
7. Train faculty and instructional staff in the following areas: registration and admission, ONCOURSE, and Action Track.	

1992 - 1993 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Provide local area network training to all full-time faculty.	
2. Provide ongoing training to faculty in order to maintain advisement skill levels.	
3. Provide ongoing student data analysis which will be used for long-range recruitment.	

1995 - 1996 MAJOR OBJECTIVES	PERCENT COMPLETED
1 Link SIS with MIS Local Area Networks using MIS activity's software and hardware in order to create access to student database.	
2. Continue to upgrade LAN System.	

STUDENT SUPPORT SERVICES

VISION STATEMENT: To develop its capacity to effectively use the support services mechanisms, faculty development and participation, and coordination of college-wide resources to retain and graduate increased numbers of disadvantaged, handicapped, first-generation and low-income students. The Project will create increased opportunities for achievement of academic, career goals, and encouragement to transfer to a college or university for these students.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Develop and use a comprehensive screening system of established college functions, interfaces among offices, a college-wide retention tracking system, tied to our Student Information System, and an individualized assessment and diagnostic procedure for 218 students.	95%
2. Provide academic support services, peer advocates, and faculty involvement in retention mechanisms, and relevant curriculum development and adaptation.	95%
3. Involve a range of counseling and referral support in meeting students needs.	100%
4. Develop and pilot an intensive skill-building summer component that will increase the chances of incoming student retention during the fall semester 1990.	100%
5. Upgrade and work with administration to review the counseling policies.	95%
6. To coordinate, develop, and work with Student Services, Instruction, and Administrative staff, for an effective orientation process and retention process.	100%

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Continue to use a comprehensive screening system for 218 students, college-wide Retention Tracking System, and an individualized assessment and diagnostic procedure which is tied to PCC's Student Information System.	
2. Develop a Two-Year/Four-Year Transfer Initiative Program for 50 students that are currently attending PCC.	

STUDENT SUPPORT SERVICES

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

3. Incorporate a new Two-Year/Four-Year Transfer Initiative into the comprehensive screening system and college-wide Retention Tracking System; this program will serve 50 participants.

4. Develop and disseminate information regarding the Two-Year/Four-Year Transfer Initiative. Brochures, college publications, and presentations will be used to publicize the program's objectives to interested students, faculty, and staff.

5. Provide academic support services, peer advocates and faculty involvement in retention mechanisms, and relevant curriculum development and adaptation.

6. Develop an outreach college visitation program for participants in the Two-Year/Four-Hear Transfer Initiative Program.

7. Encompass a range of counseling and referral support services that will meet all student needs.

8. Maintain an intensive skill-building summer component that will increase the chances of incoming student retention during the fall semester.

9. Upgrade and work with administration to review the counseling policies.

10. Coordinate, develop, and work with Student Services, Instruction, and Administrative Services staff for effective orientation and retention processes.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. Maintain and use a comprehensive screening system of established college functions, interfaces among offices, and a college-wide Retention Tracking System tied to our Student Information System. The Tracking System will account for 218 students in the Student Support Services Program and 50 students in the Two-Year/Four-Year Transfer Initiative Program.

STUDENT SUPPORT SERVICES

1992 - 1993 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

2. Provide academic support services, peer advocates and faculty involvement in retention mechanisms, and relevant curriculum development and adaptation for the Student Support Services Program.
3. Maintain a range of counseling and referral support services.
4. Maintain an intensive skill-building summer component that will increase the chances of incoming student retention during the fall semester.
5. Upgrade and work with administration to review the counseling policies.
6. Coordinate, develop, and work with Student Services, Instruction, and Administrative Services staff for an effective orientation process and retention process.
7. Maintain and improve a Two-Year/Four-Year Transfer Initiative Program for 50 students who are currently attending PCC.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. Maintain and use a comprehensive screening system of established college functions, interfaces among offices, and a college-wide Retention Tracking System tied to our Student Information System. The Tracking System will account for 218 students in the Student Support Services Program and 50 students in the Two-Year/Four-Year Transfer Initiative Program.
2. Provide academic support services, peer advocates and faculty involvement in retention mechanisms, and relevant curriculum development and adaptation for the Student Support Services Program.
3. Maintain a range of counseling and referral support services.

STUDENT SUPPORT SERVICES

1995 - 1996 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

4. Maintain an intensive skill-building summer component that will increase the chances of incoming student retention during the fall semester.
5. Upgrade and work with administration to review the counseling policies.
6. Continue to work with Student Services, Instruction and Administrative Services staff for an effective orientation and retention processes.
7. Maintain and improve the Two-Year/Four-Year Transfer Initiative Program for 50 students that are currently attending PCC.

SUPPLEMENTAL SERVICES

VISION STATEMENT: To provide special assistance, as needed, to individual handicapped and disadvantaged students so that they may succeed in an approved vocational education program and ultimately be successful in fulfilling their career goals.

	1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1.	Upgrade services to handicapped and disadvantaged students in order for them to succeed.	90%
2.	Identify services for students that do not qualify for supplemental services.	100%
3.	Develop and implement a training program for staff and faculty for handicap awareness.	50%
4.	Develop a handicap and basic skills library for Supplemental Services students.	25%

	1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
2.	Continue to develop and implement a training program for staff and faculty for handicap awareness through: a. on-site visits to Computer Access Center. b. monthly memos, as needed, to faculty and staff concerning techniques useful in dealing with special populations. c. workshops/Handicap Awareness Day.	
2.	Continue to develop a handicap and basic skills library for Supplemental Services clients.	
3.	Design and implement a "data board" for students requesting tutors, equipment, and other services that are available.	
4.	Establish a Computer Access Center for handicapped and learning disabled students.	

SUPPLEMENTAL SERVICES

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. Continue to develop a basic skills library for the use of special populations clients.
2. Continue development of the computer access center for handicapped and learning disabled students.
3. Develop and implement a resource area for disadvantaged and handicapped students to be done in conjunction with the Computer Access Center; the resources will contain:
    a. adaptive equipment information.
    b. employment opportunity information.
    c. education opportunity information.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. Continue its ongoing development of a basic skills library for the use of special populations clients.
2. Continue development of the Computer Access Center for handicapped and learning disabled students.
3. Review and evaluate goals and objectives for student needs for future programs so that relevant services may be provided.
4. Continue to work with and support Student Developmental Services needs.
5. Review program for staff awareness training to insure that relevant handicap and learning disability information is being provided.

UPWARD BOUND

VISION STATEMENT: To increase the academic skills and motivation of Program participants so that they will complete their high school education and enroll in a postsecondary education program.

1990 - 1991 MAJOR OBJECTIVES	PERCENT COMPLETED
1. To identify eligible students enrolled in target schools and select 50 students to participate in the upward bound project annually. (30 Pueblo area schools, 10 Fremont area schools, and 10 Cortez area schools).	100%
2. To access and document the educational needs and potential for postsecondary success of 50 program participants.	100%
3. To generate academic skills and motivation which will enable 95 percent of the senior to complete secondary school each year and 85 percent to be placed in a postsecondary education program.	Program in initial stages; no graduates yet.
4. To provide personal, academic, and career counseling to assist seniors to identify a realistic career goal by the time of graduation and develop an academic program to reach that goal. Upon completion, 90 percent of the senior students will have accomplished this goal.	Program in initial stages; no graduates yet.
5. To enroll 90 percent of the seniors in a postsecondary educational program which best leads to their career goals upon completion.	Program in initial stages; no graduates yet.
6. Assist 100 percent of the participants with student financial aid applications, college applications, etc.	100%
7. To provide social, cultural, and recreational activities so that 80 percent of the participants will increase their motivation, self-confidence, and social skills.	78%

1991 - 1992 MAJOR OBJECTIVES	PERCENT COMPLETED
1. Improve communication with Pueblo Community College faculty, especially focusing on planning for bridge students.	
2. Increase participation in staff development for tutors, teachers, secretary, counselor, and director of program.	

UPWARD BOUND

1991 - 1992 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

3. Increase retention in the Upward Bound Program. Suggested methods:
   a. Improve screening with Noel Levitz Assessment.
   b. Improve screening by interviewing parents.
4. Increase recruiting efforts. Suggested methods:
   a. Adopt-A-School Program.
   b. Scheduling time to recruit in Canon City and Cortez.
5. Re-establish a parent group with parents who are supportive of the Upward Bound Program.
6. Establish a math/science initiative summer program in 1992 (as outlined in the supplemental request for 1991).
7. Improve basic skills in math and English by increased efforts in tutoring.
8. Arrange for postsecondary enrollment of seniors by January 1992.

1992 - 1993 MAJOR OBJECTIVES PERCENT COMPLETED

1. Continue to identify and select 50 students to participate in the Upward Bound Project annually (30 Pueblo, 10 Fremont, and ten Cortez area schools).
2. Continue to assess and document the educational needs and potential for post-secondary success of 50 program participants.
3. Continue to generate academic skills and motivation which will enable 80 percent of the seniors to complete secondary school each year and 75 percent to be placed in postsecondary education programs.

UPWARD BOUND

1992 - 1993 MAJOR OBJECTIVES (Cont') PERCENT COMPLETED

4. Continue to provide personal, academic, and career counseling to assist seniors in identifying realistic career goals by graduation and developing academic programs to reach that goal. Upon completion, 90 percent of the senior students will have accomplished this goal.
5. continue to enroll 80 percent of the seniors in postsecondary educational programs which best meets their career goals upon completion.
6. Continue to assist 90 percent of the participants with student financial aid applications, college applications, etc.
7. Provide social, cultural, and recreational activities so that 85 percent of the participants will increase their motivation, self-confidence, and social skills.
8. Develop a survey of prior year Upward Bound students, parents, and counselors to assess the effectiveness of the Program.
9. Modify Upward Bound Program based on survey results.

1995 - 1996 MAJOR OBJECTIVES PERCENT COMPLETED

1. Continue to pursue all of the current goals.
2. Develop a mentor program consisting of Upward Bound college students.
3. Provide an Upward Bound reunion for all of the Upward Bound college graduates and their families.

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